365 Careers

# I. A selection of useful tips and tools

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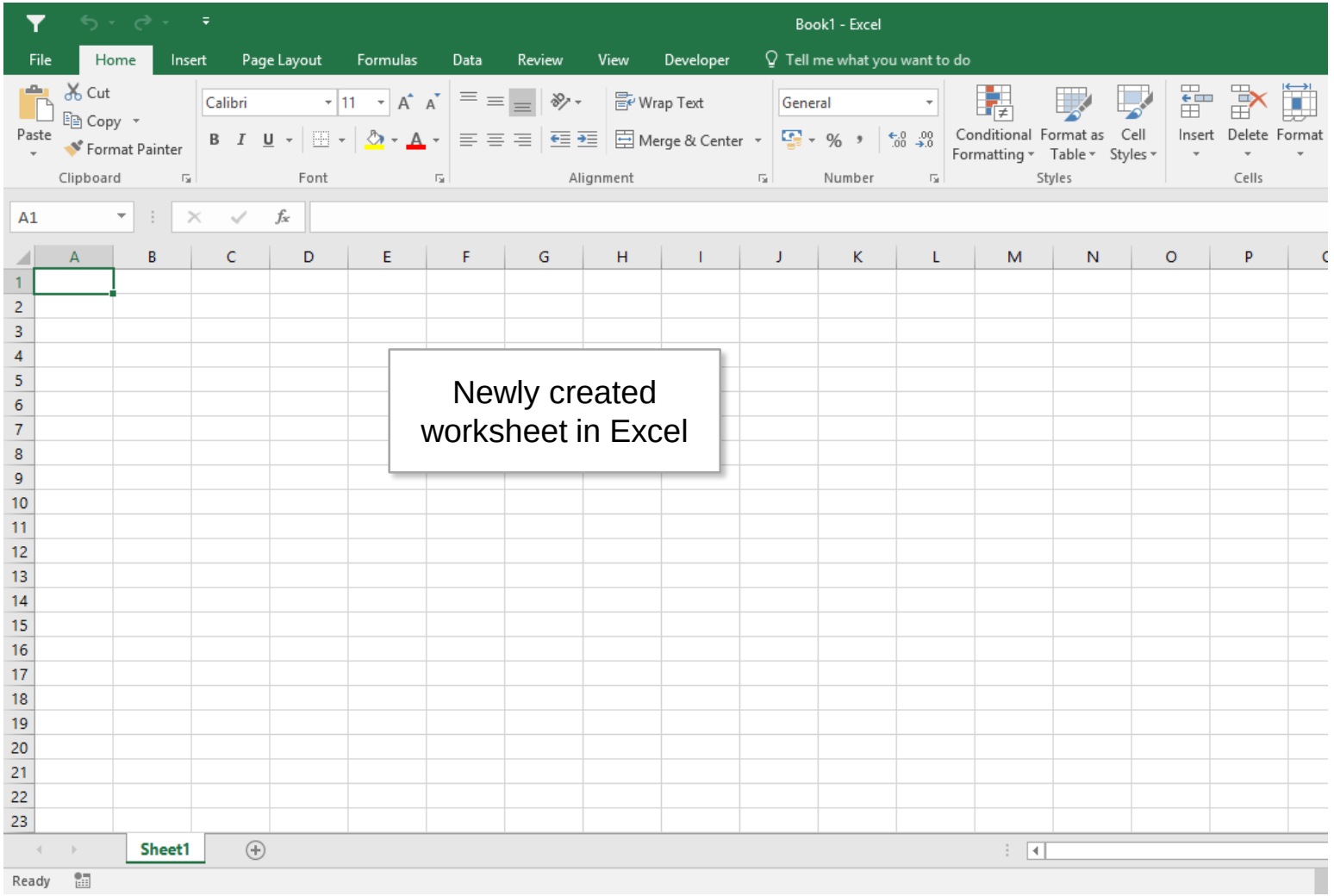
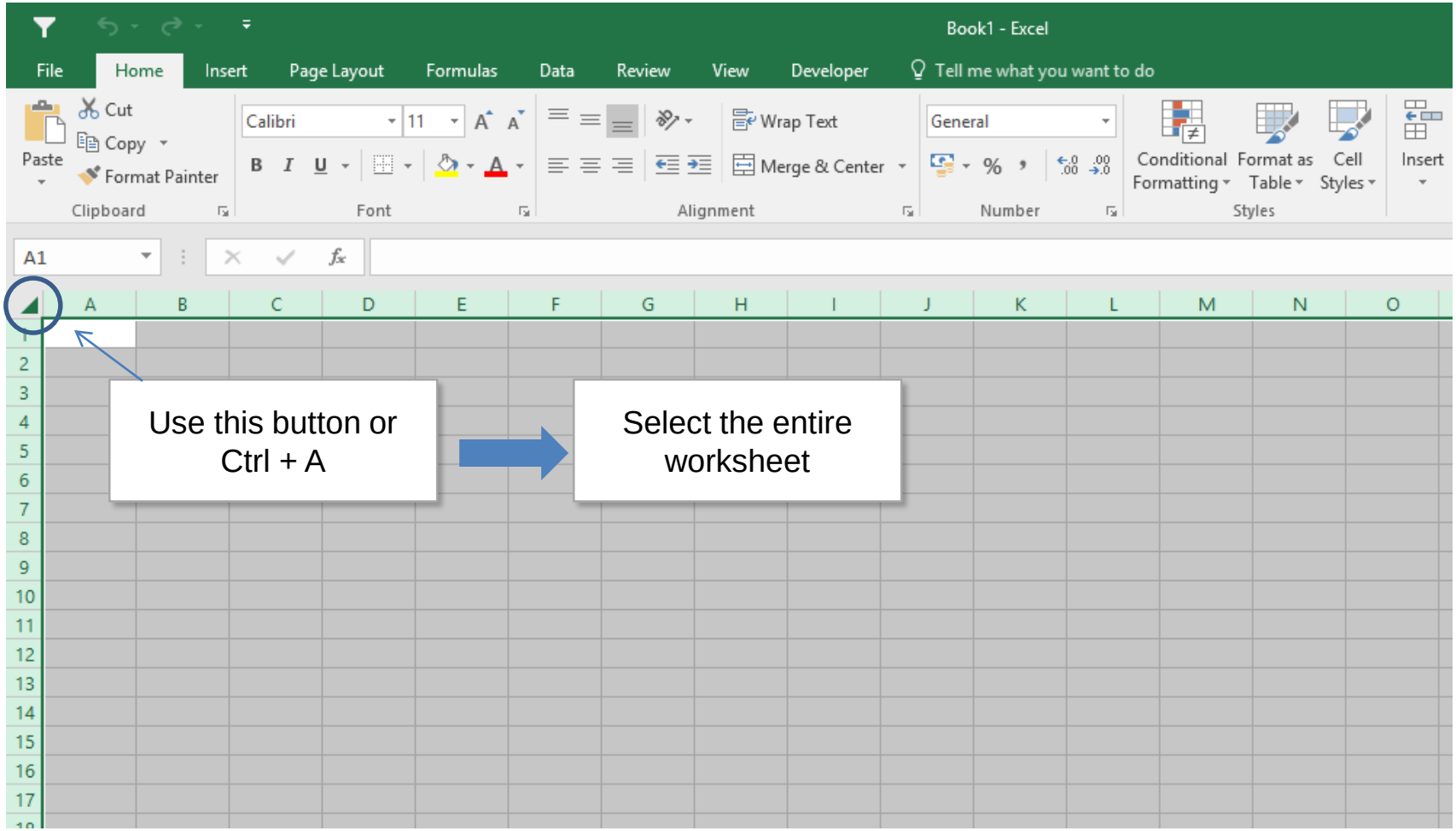
# Formatting a worksheet

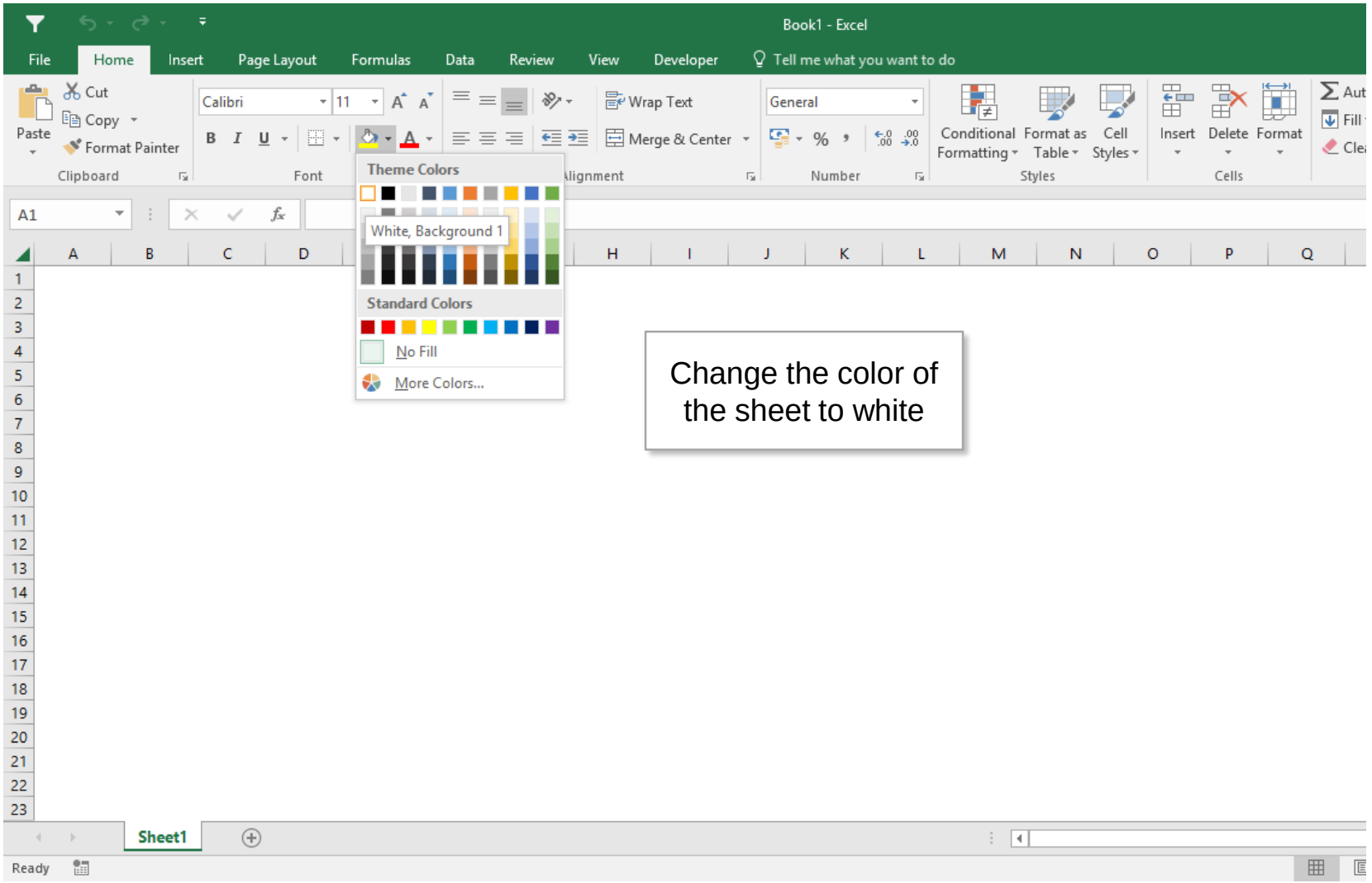
# Formatting a worksheet



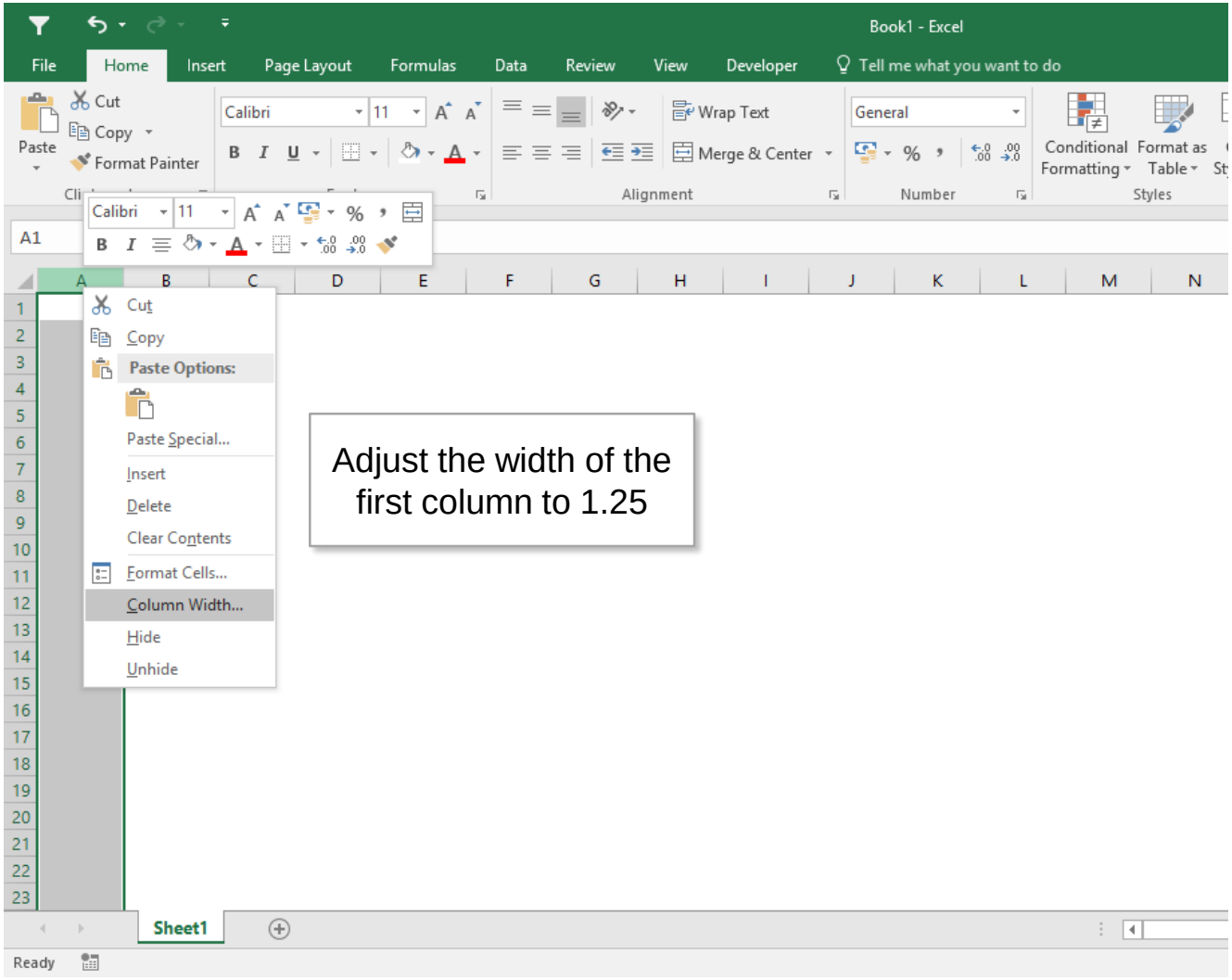
# Formatting a worksheet



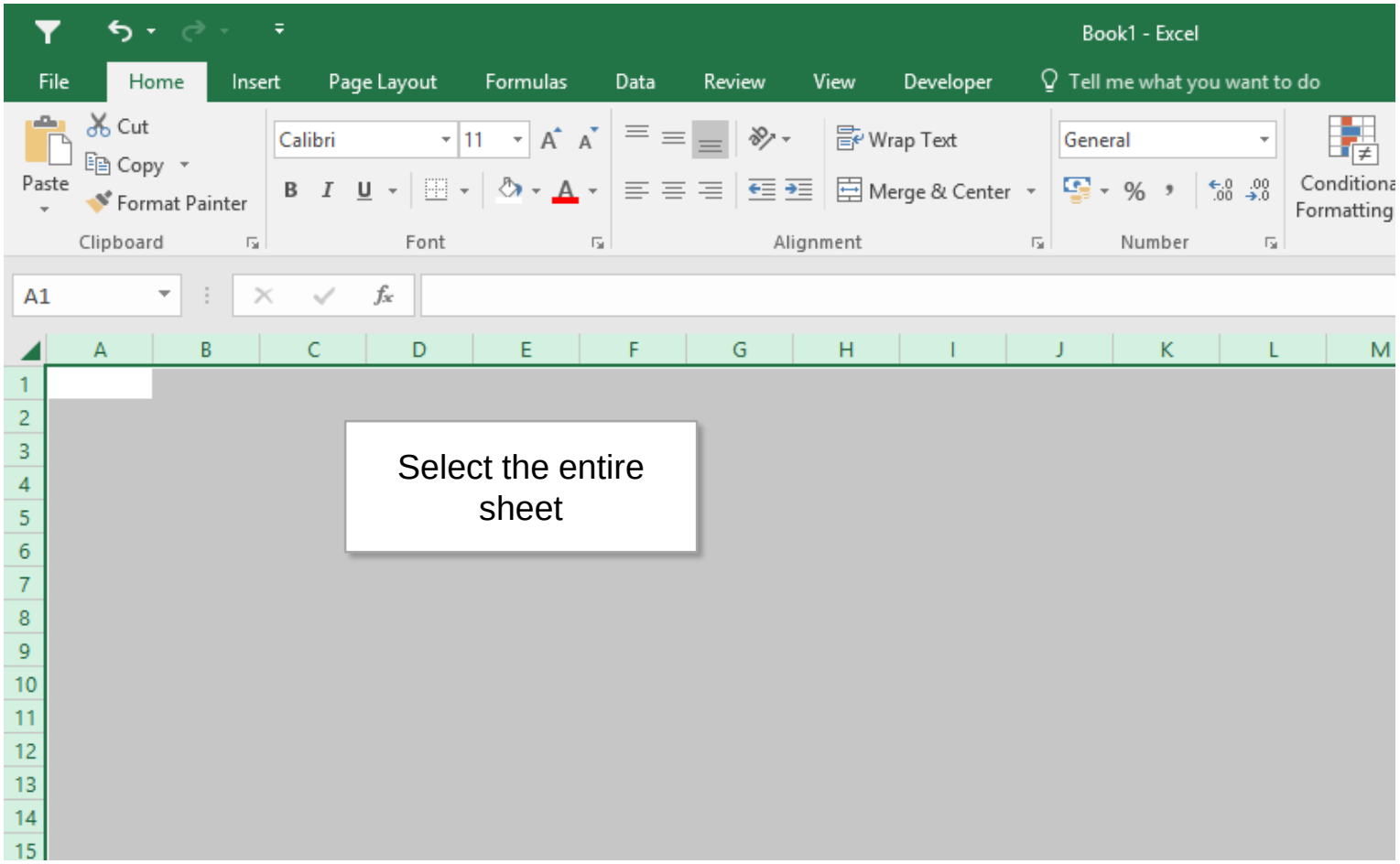
# Formatting a worksheet



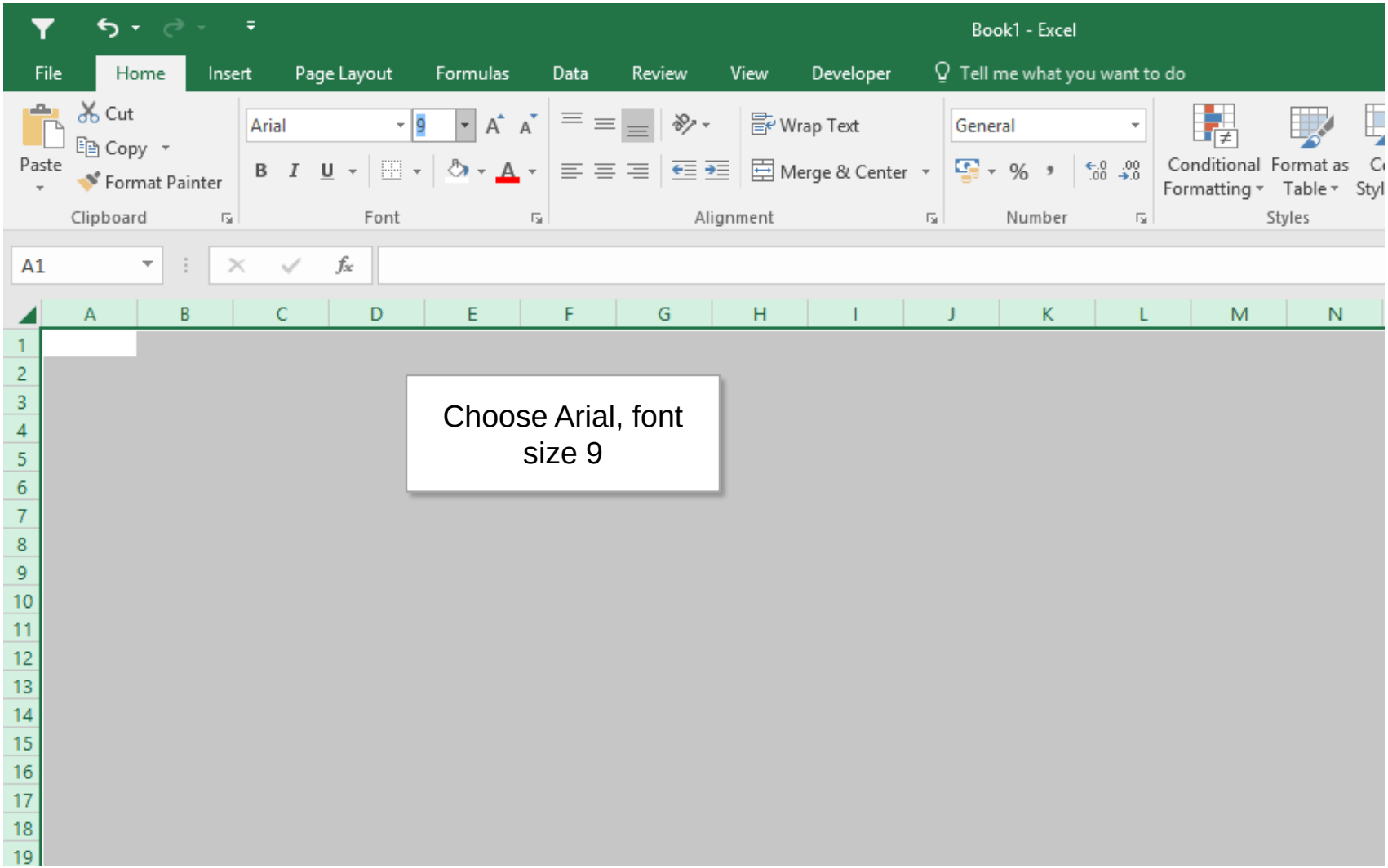
# Formatting a worksheet



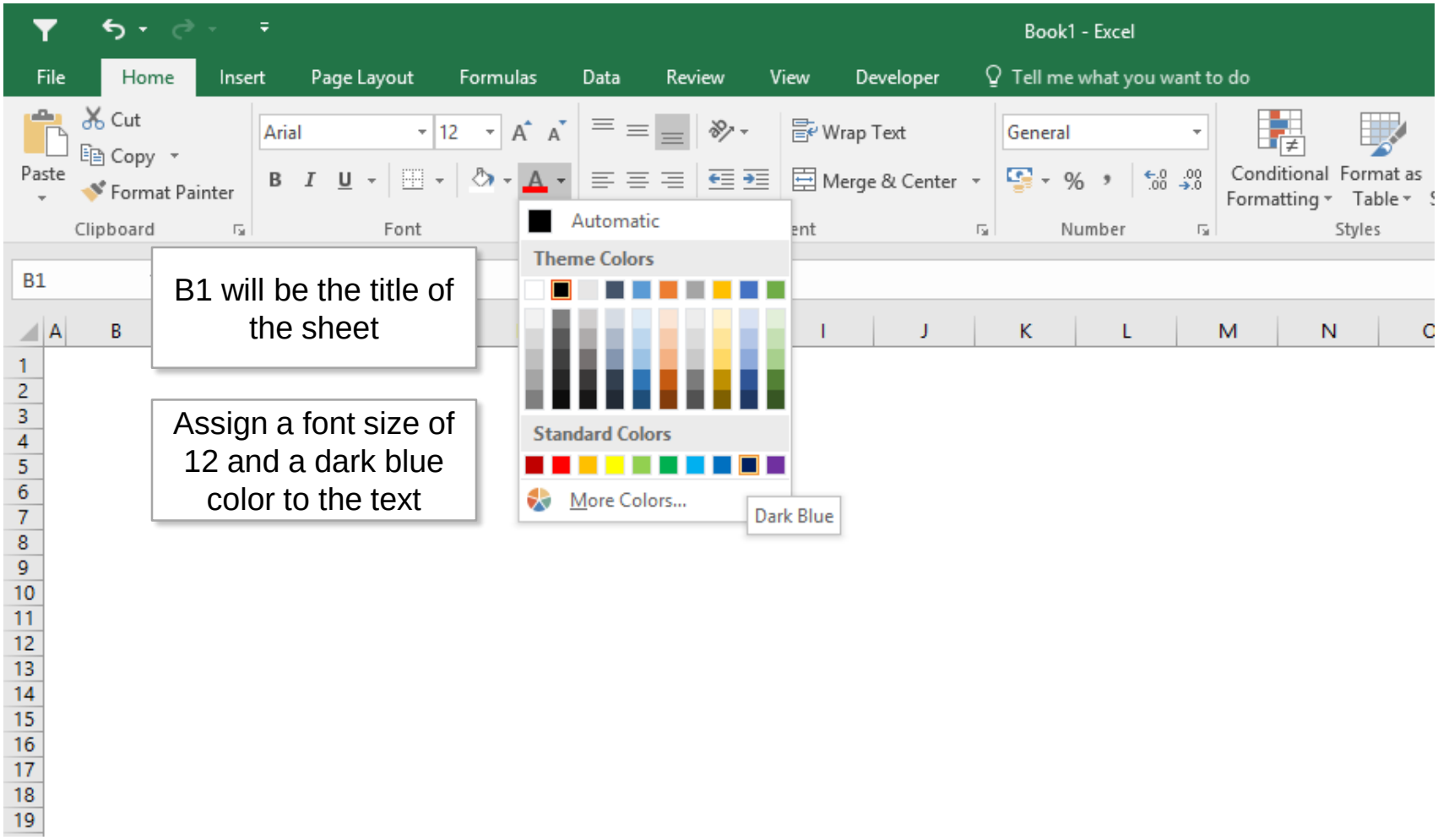
# Formatting a worksheet



# Formatting a worksheet



# Formatting a worksheet



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# Freeze Panes

# Freeze panes

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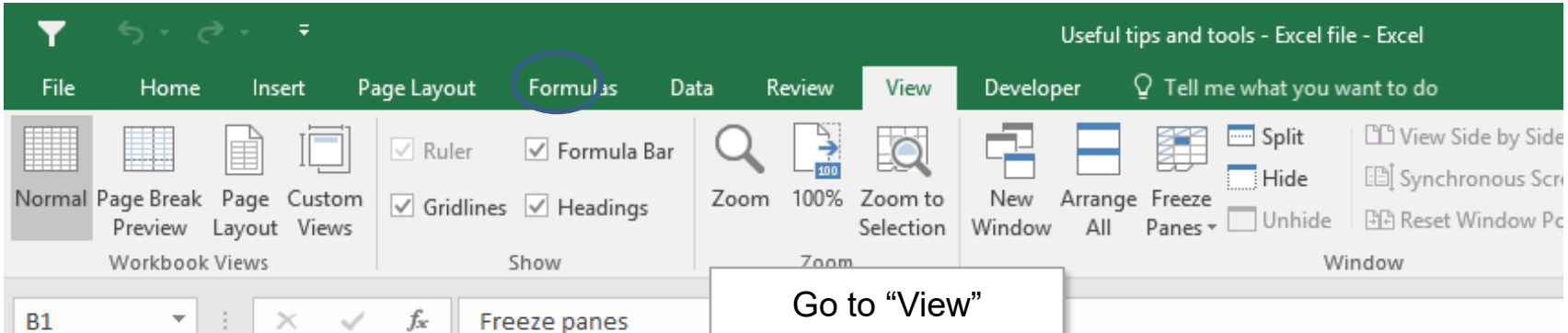
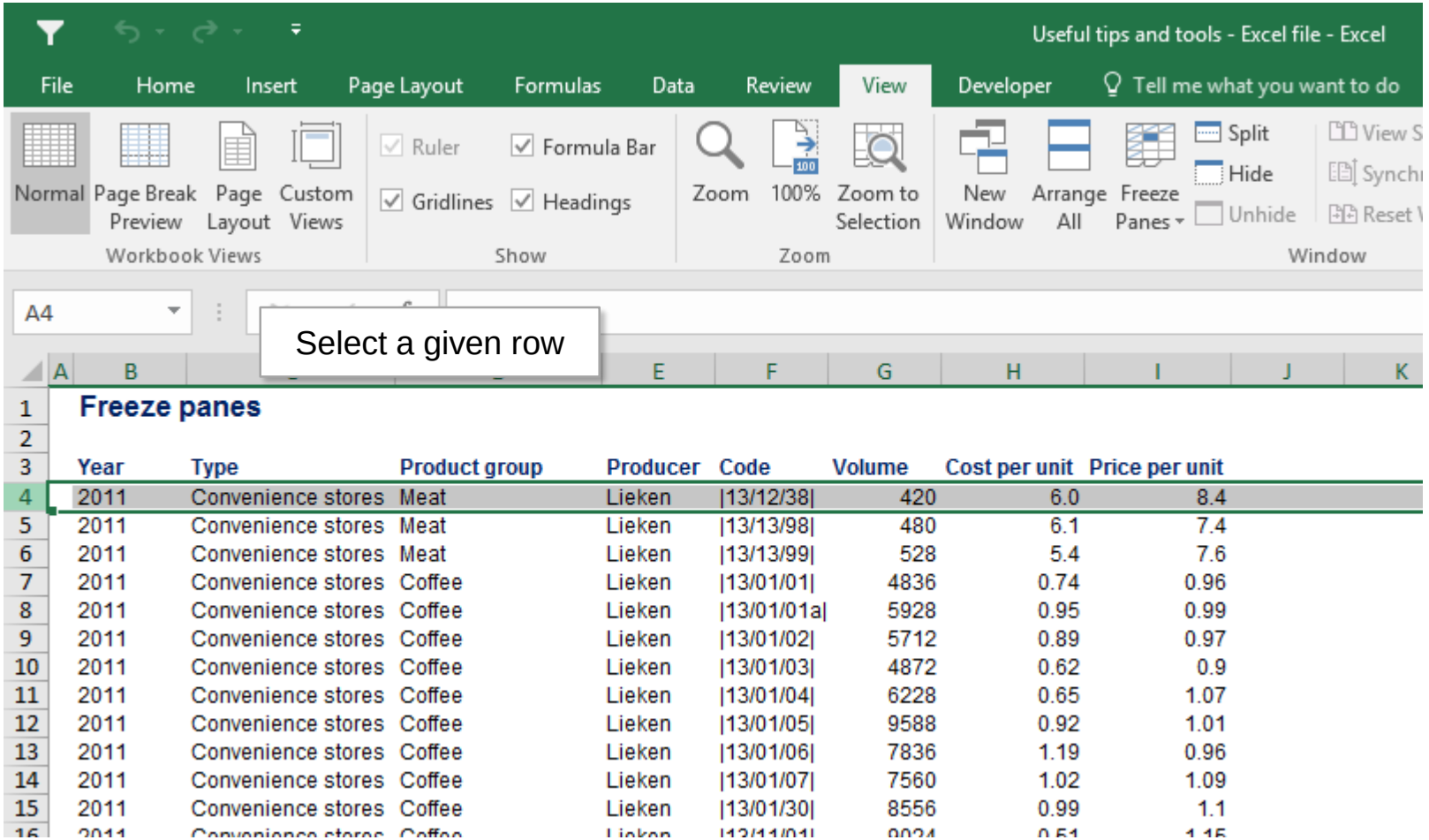



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | Freeze panes | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit | | | |
| 4 | | 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 | | | |
| 5 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 | | | |
| 6 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 | | | |
| 7 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 | | | |
| 8 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 | | | |
| 9 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 | | | |
| 10 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 | | | |
| 11 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 | | | |
| 12 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 | | | |
| 13 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 | | | |
| 14 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 | | | |
| 15 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 | | | |
| 16 | | 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 | | | |
| 17 | | 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 | | | |

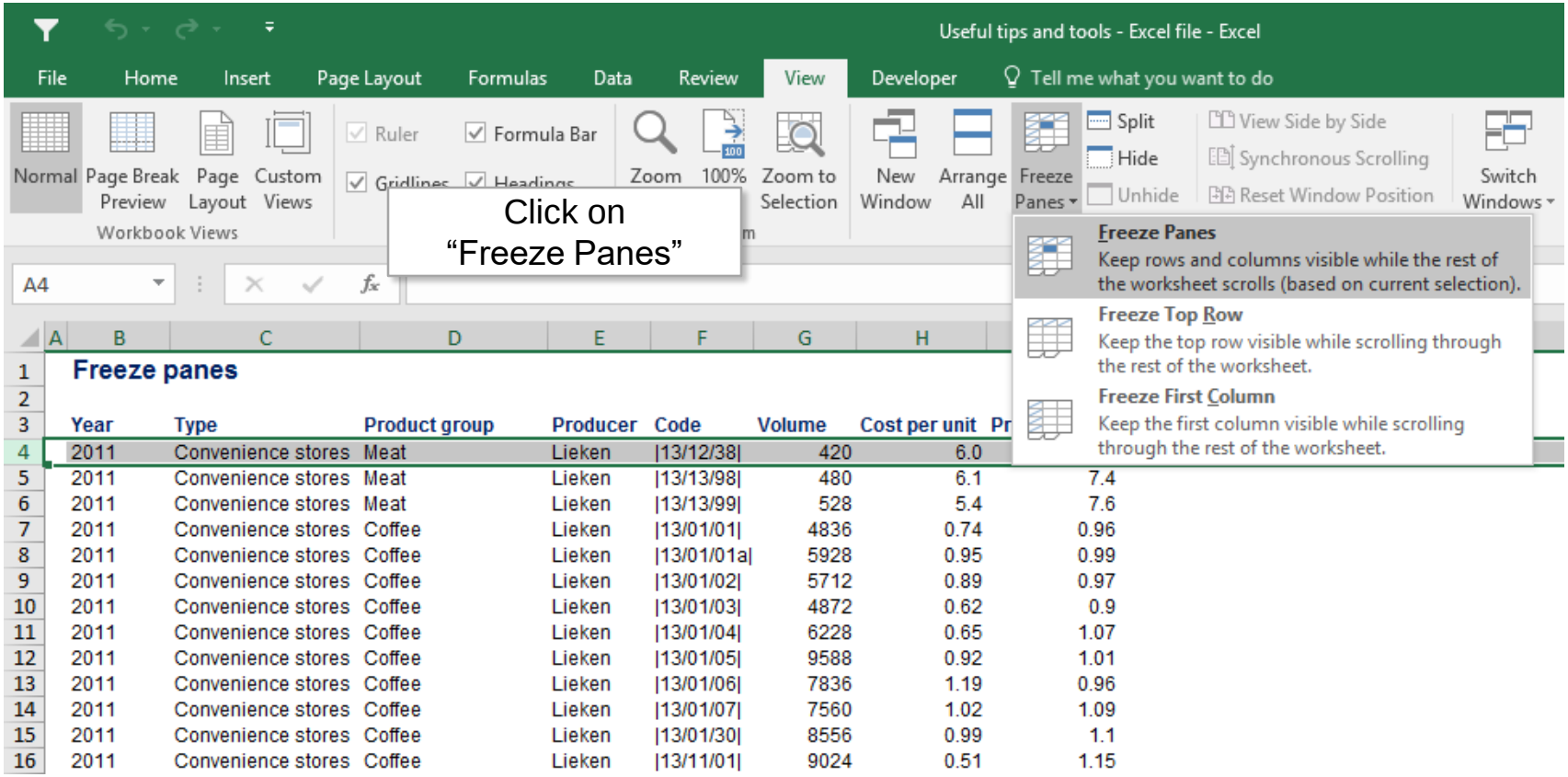
# Freeze panes

365 Careers



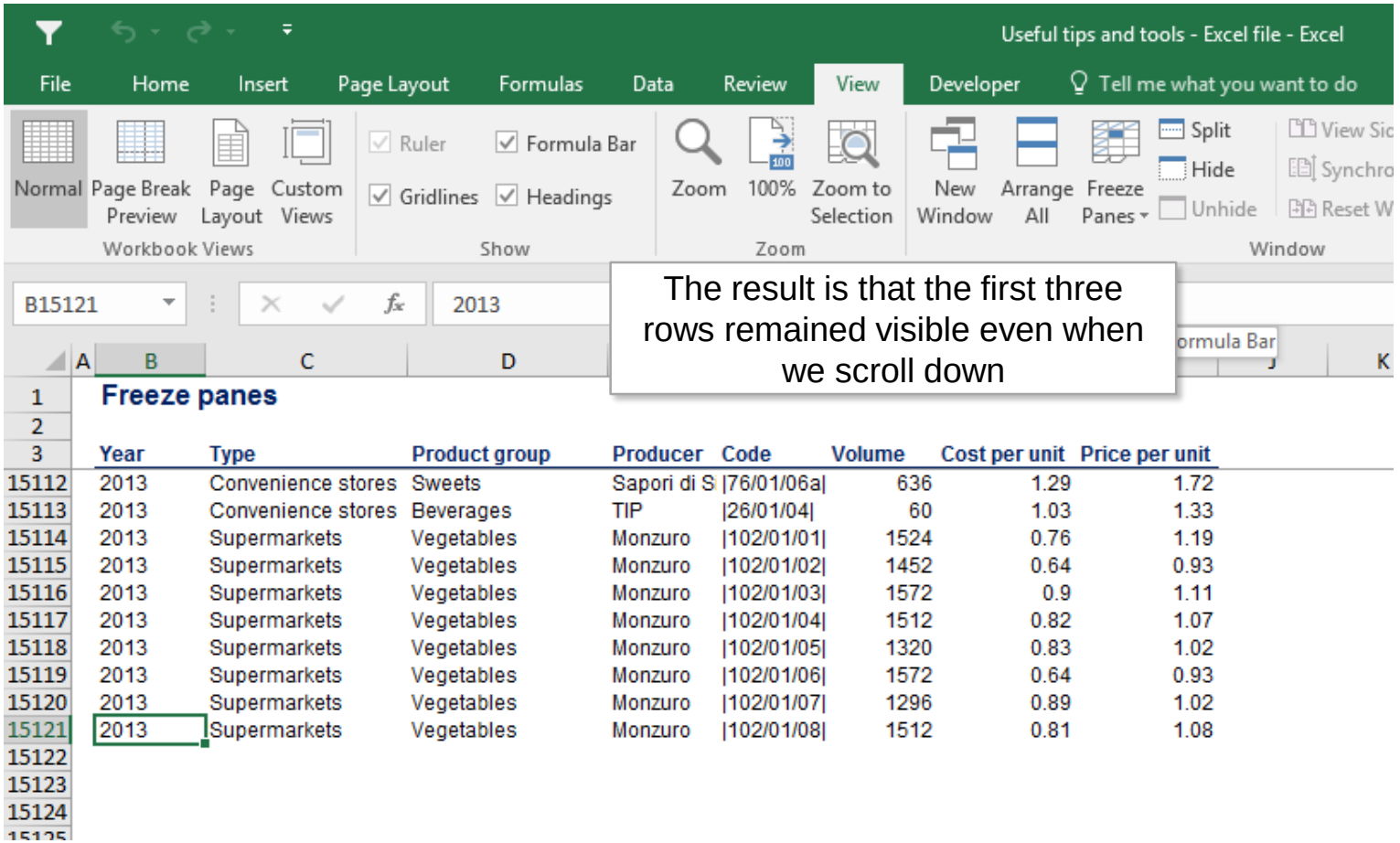

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Freeze panes** | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit | | |
| 4 | | 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 | | |
| 5 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 | | |
| 6 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 | | |
| 7 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 | | |
| 8 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 | | |
| 9 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 | | |
| 10 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 | | |
| 11 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 | | |
| 12 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 | | |
| 13 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 | | |
| 14 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 | | |
| 15 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 | | |

# Freeze panes




| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Pr |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | 13/12/38 | 420 | 6.0 | |
| 2011 | Convenience stores | Meat | Lieken | 13/13/98 | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | 13/13/99 | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01 | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01a | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/02 | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/03 | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/04 | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/05 | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/06 | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/07 | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/30 | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/01 | 9024 | 0.51 | 1.15 |

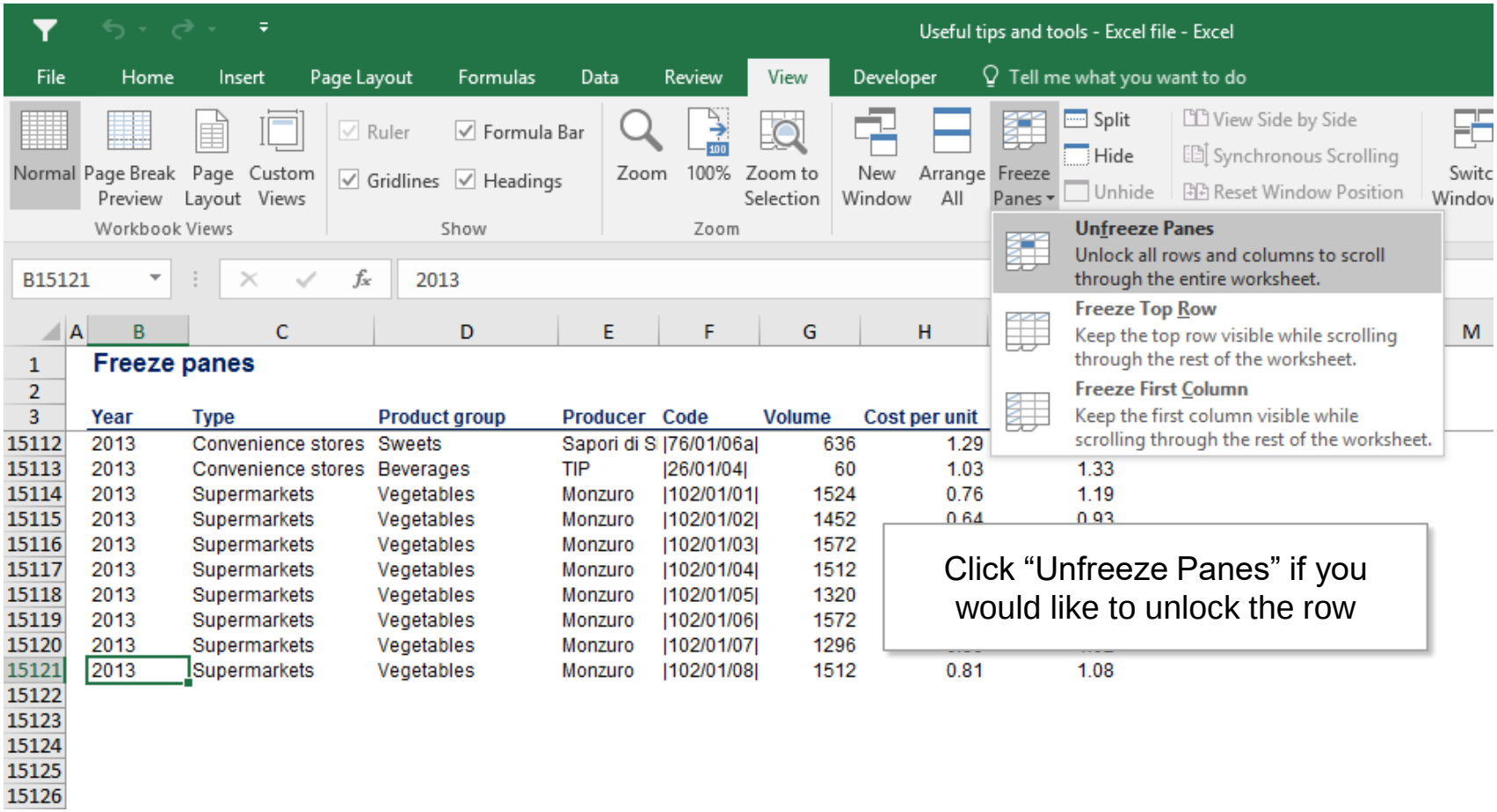
# Freeze panes



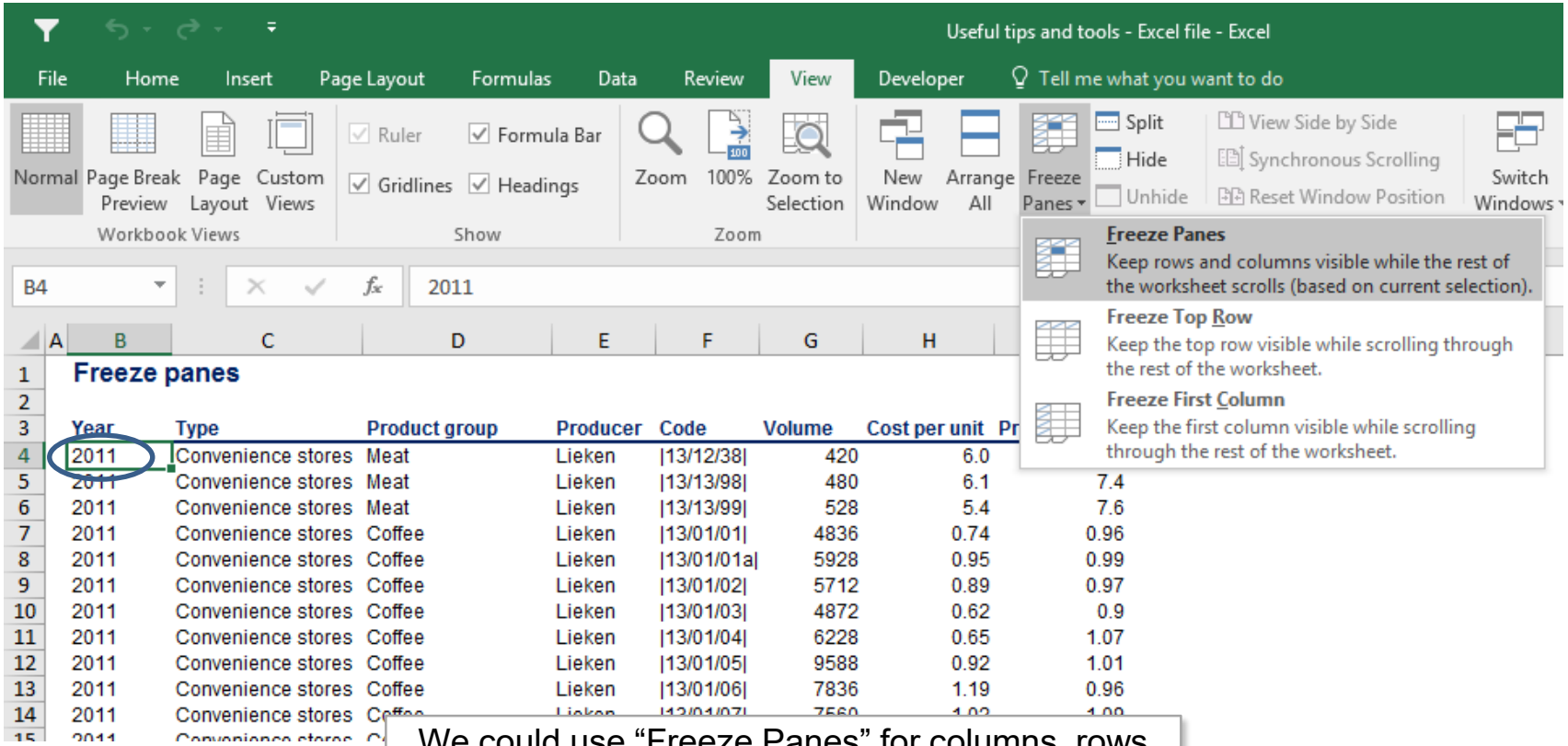

**Freeze panes**

| | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|---|
| 15112 | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/06a\| | 636 | 1.29 | 1.72 |
| 15113 | 2013 | Convenience stores | Beverages | TIP | \|26/01/04\| | 60 | 1.03 | 1.33 |
| 15114 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/01\| | 1524 | 0.76 | 1.19 |
| 15115 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/02\| | 1452 | 0.64 | 0.93 |
| 15116 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/03\| | 1572 | 0.9 | 1.11 |
| 15117 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/04\| | 1512 | 0.82 | 1.07 |
| 15118 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/05\| | 1320 | 0.83 | 1.02 |
| 15119 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/06\| | 1572 | 0.64 | 0.93 |
| 15120 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/07\| | 1296 | 0.89 | 1.02 |
| 15121 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/08\| | 1512 | 0.81 | 1.08 |

# Freeze panes

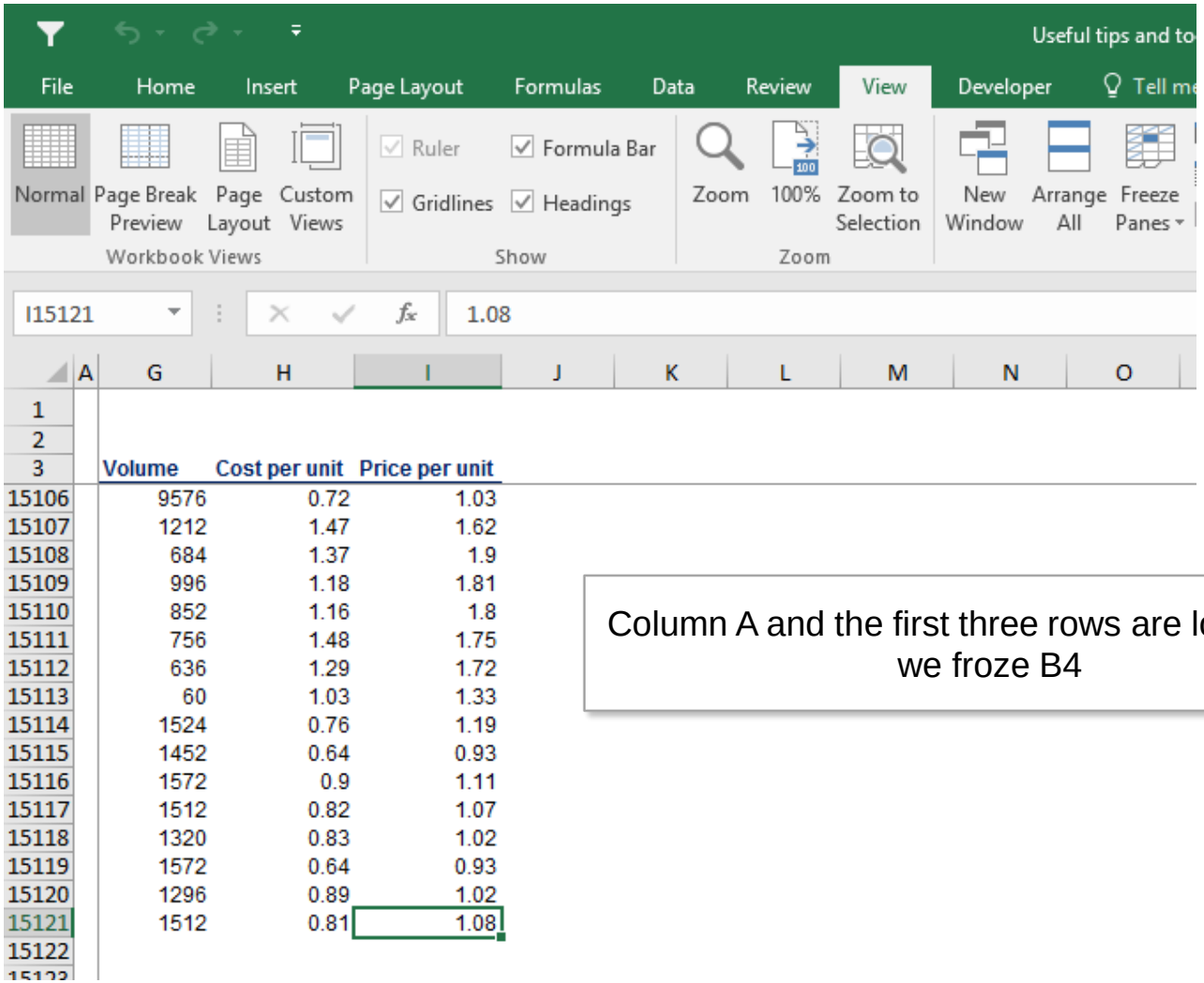


# Freeze panes


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.
B4
2011
Freeze panes
Year Type Product group Producer Code Volume Cost per unit Pr
2011 Convenience stores Meat Lieken |13/12/38| 420 6.0
2011 Convenience stores Meat Lieken |13/13/98| 480 6.1 7.4
2011 Convenience stores Meat Lieken |13/13/99| 528 5.4 7.6
2011 Convenience stores Coffee Lieken |13/01/01| 4836 0.74 0.96
2011 Convenience stores Coffee Lieken |13/01/01a| 5928 0.95 0.99
2011 Convenience stores Coffee Lieken |13/01/02| 5712 0.89 0.97
2011 Convenience stores Coffee Lieken |13/01/03| 4872 0.62 0.9
2011 Convenience stores Coffee Lieken |13/01/04| 6228 0.65 1.07
2011 Convenience stores Coffee Lieken |13/01/05| 9588 0.92 1.01
2011 Convenience stores Coffee Lieken |13/01/06| 7836 1.19 0.96
2011 Convenience stores

We could use “Freeze Panes” for columns, rows or single cells. In this example we will freeze everything above B4 and everything to its left side

# Freeze panes




| | A | G | H | I | J | K | L | M | N | O |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | Volume | Cost per unit | Price per unit | | | | | | |
| 15106 | | 9576 | 0.72 | 1.03 | | | | | | |
| 15107 | | 1212 | 1.47 | 1.62 | | | | | | |
| 15108 | | 684 | 1.37 | 1.9 | | | | | | |
| 15109 | | 996 | 1.18 | 1.81 | | | | | | |
| 15110 | | 852 | 1.16 | 1.8 | | | | | | |
| 15111 | | 756 | 1.48 | 1.75 | | | | | | |
| 15112 | | 636 | 1.29 | 1.72 | | | | | | |
| 15113 | | 60 | 1.03 | 1.33 | | | | | | |
| 15114 | | 1524 | 0.76 | 1.19 | | | | | | |
| 15115 | | 1452 | 0.64 | 0.93 | | | | | | |
| 15116 | | 1572 | 0.9 | 1.11 | | | | | | |
| 15117 | | 1512 | 0.82 | 1.07 | | | | | | |
| 15118 | | 1320 | 0.83 | 1.02 | | | | | | |
| 15119 | | 1572 | 0.64 | 0.93 | | | | | | |
| 15120 | | 1296 | 0.89 | 1.02 | | | | | | |
| 15121 | | 1512 | 0.81 | 1.08 | | | | | | |
| 15122 | | | | | | | | | | |

Column A and the first three rows are locked after we froze B4

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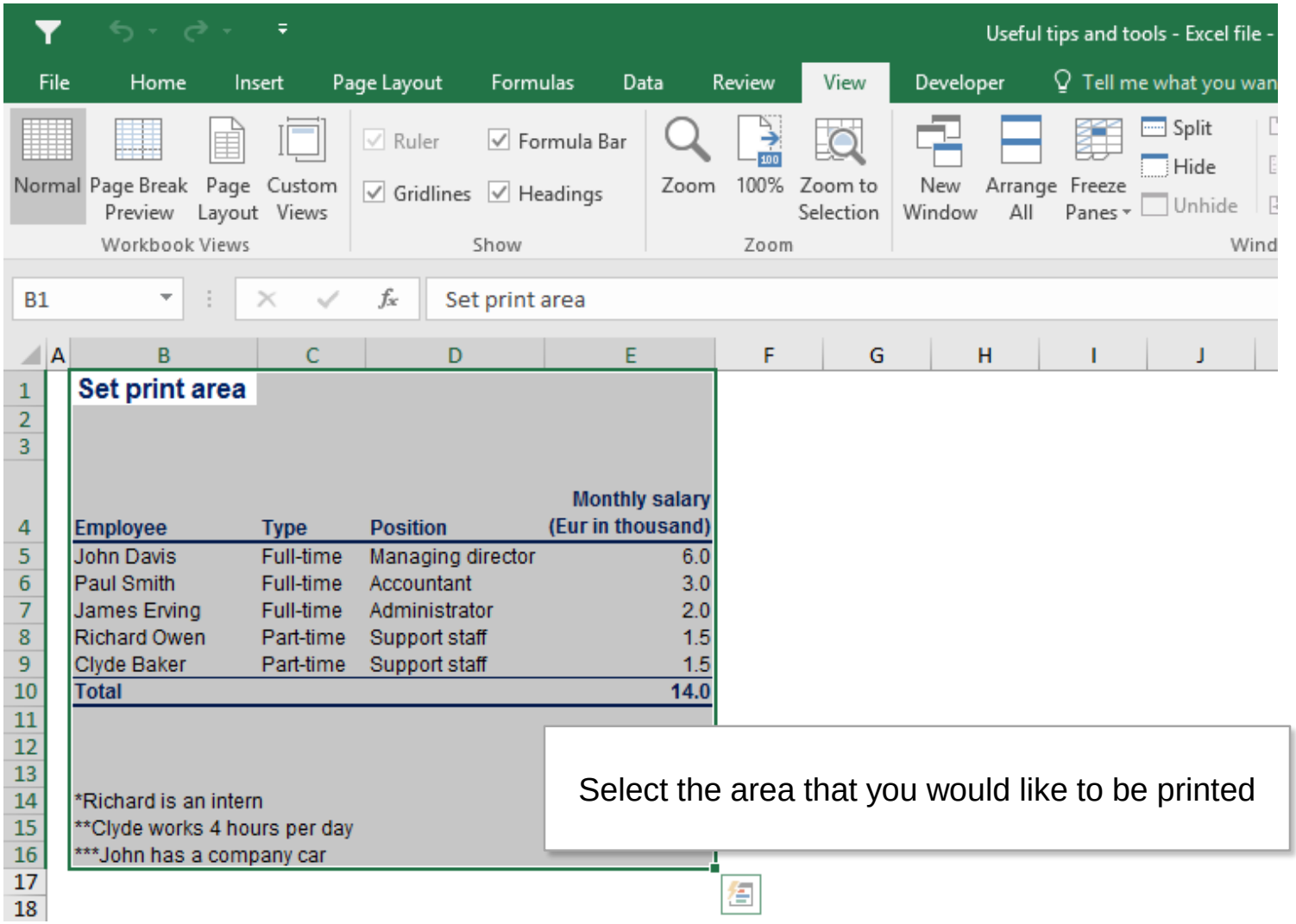
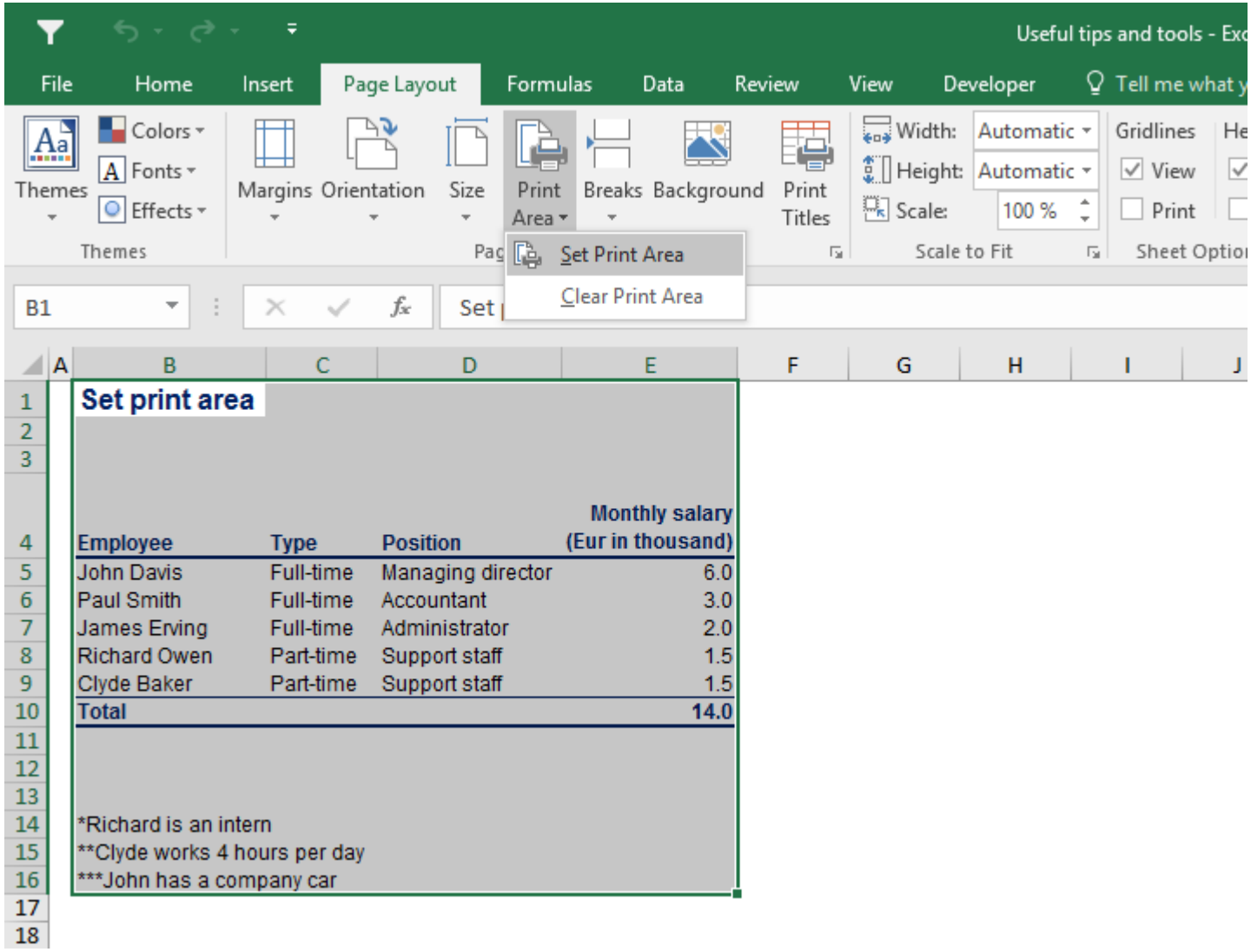
# Set Print Area

# Set print area



# Set print area



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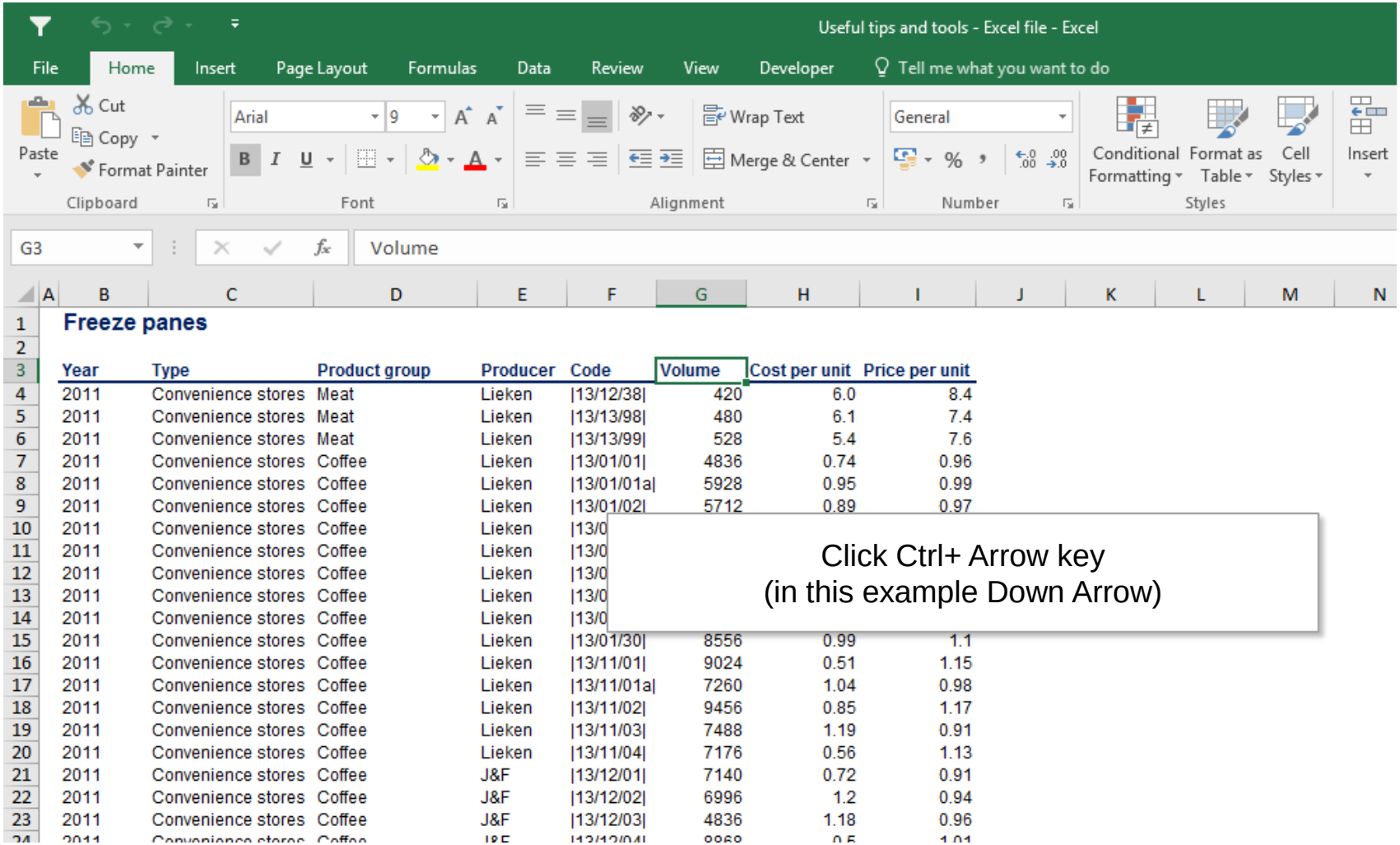
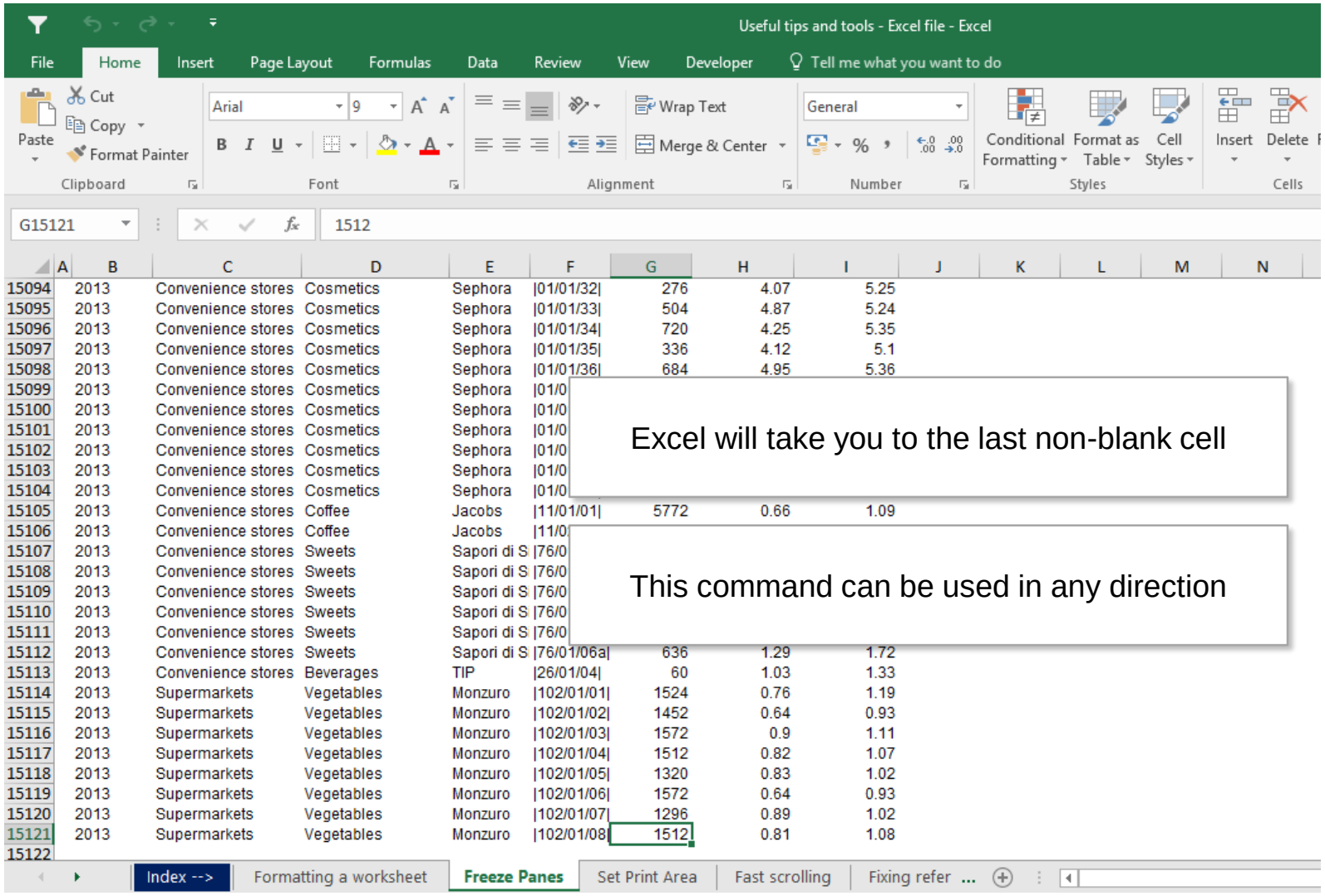
# Fast Scrolling

# Fast scrolling

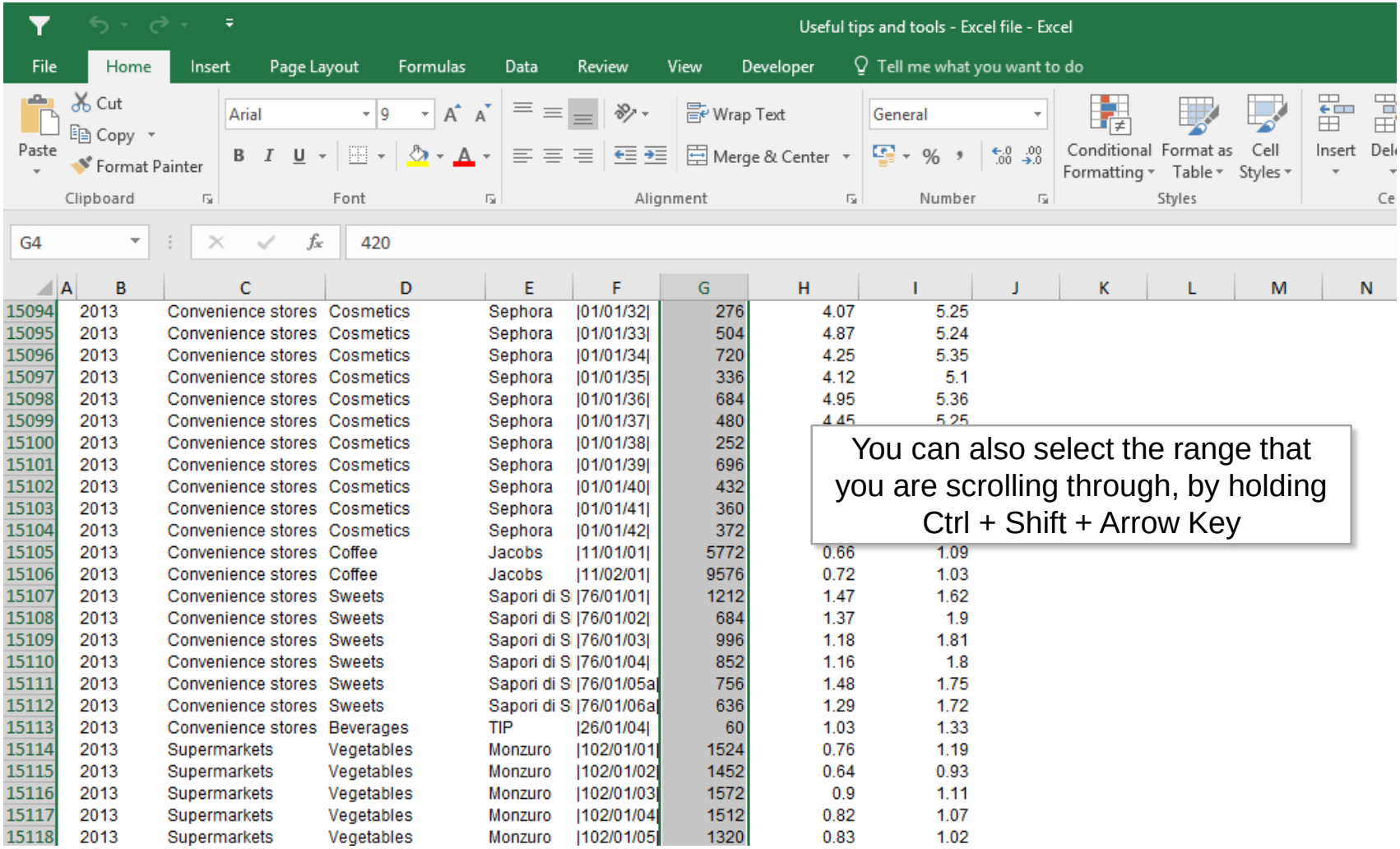


# Fast scrolling


Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
Cut Copy Format Painter Paste
Arial 9
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert Delete
Clipboard Font Alignment Number Styles Cells
G15121
1512
Excel will take you to the last non-blank cell
This command can be used in any direction
Index --> Formatting a worksheet Freeze Panes Set Print Area Fast scrolling Fixing refer ...

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 15094 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/32 | 276 | 4.07 | 5.25 |
| 15095 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/33 | 504 | 4.87 | 5.24 |
| 15096 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/34 | 720 | 4.25 | 5.35 |
| 15097 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/35 | 336 | 4.12 | 5.1 |
| 15098 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/36 | 684 | 4.95 | 5.36 |
| 15099 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15100 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15101 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15102 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15103 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15104 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15105 | | 2013 | Convenience stores | Coffee | Jacobs | 11/01/01 | 5772 | 0.66 | 1.09 |
| 15106 | | 2013 | Convenience stores | Coffee | Jacobs | 11/0 | | | |
| 15107 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15108 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15109 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15110 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15111 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15112 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/01/06a | 636 | 1.29 | 1.72 |
| 15113 | | 2013 | Convenience stores | Beverages | TIP | 26/01/04 | 60 | 1.03 | 1.33 |
| 15114 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/01 | 1524 | 0.76 | 1.19 |
| 15115 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/02 | 1452 | 0.64 | 0.93 |
| 15116 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/03 | 1572 | 0.9 | 1.11 |
| 15117 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/04 | 1512 | 0.82 | 1.07 |
| 15118 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/05 | 1320 | 0.83 | 1.02 |
| 15119 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/06 | 1572 | 0.64 | 0.93 |
| 15120 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/07 | 1296 | 0.89 | 1.02 |
| 15121 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/08 | 1512 | 0.81 | 1.08 |
| 15122 | | | | | | | | | |

# Fast scrolling



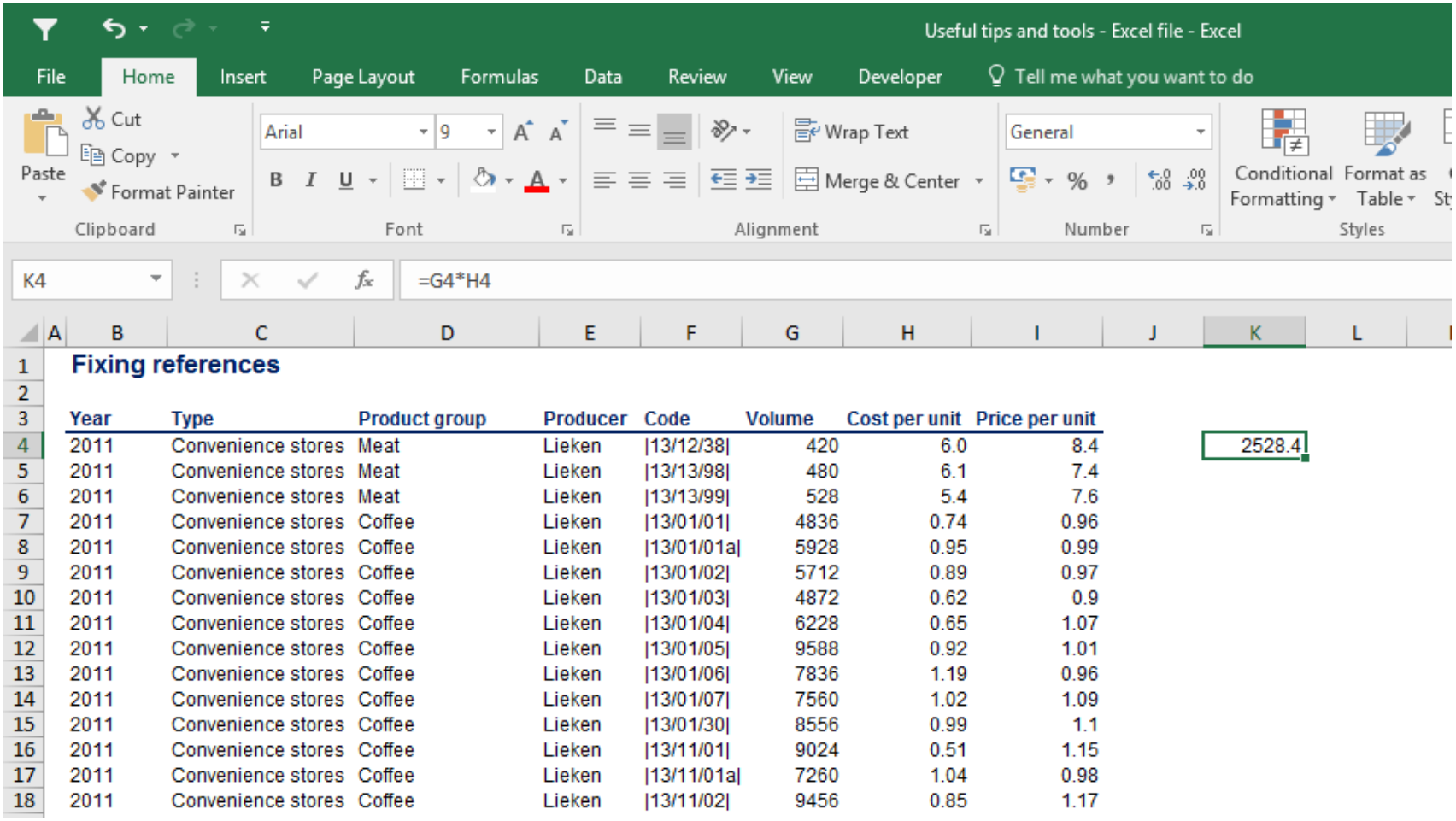

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 15094 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/32\| | 276 | 4.07 | 5.25 | | | | | |
| 15095 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/33\| | 504 | 4.87 | 5.24 | | | | | |
| 15096 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/34\| | 720 | 4.25 | 5.35 | | | | | |
| 15097 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/35\| | 336 | 4.12 | 5.1 | | | | | |
| 15098 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/36\| | 684 | 4.95 | 5.36 | | | | | |
| 15099 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/37\| | 480 | 4.45 | 5.25 | | | | | |
| 15100 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/38\| | 252 | | | | | | | |
| 15101 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/39\| | 696 | | | | | | | |
| 15102 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/40\| | 432 | | | | | | | |
| 15103 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/41\| | 360 | | | | | | | |
| 15104 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/42\| | 372 | | | | | | | |
| 15105 | | 2013 | Convenience stores | Coffee | Jacobs | \|11/01/01\| | 5772 | 0.66 | 1.09 | | | | | |
| 15106 | | 2013 | Convenience stores | Coffee | Jacobs | \|11/02/01\| | 9576 | 0.72 | 1.03 | | | | | |
| 15107 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/01\| | 1212 | 1.47 | 1.62 | | | | | |
| 15108 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/02\| | 684 | 1.37 | 1.9 | | | | | |
| 15109 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/03\| | 996 | 1.18 | 1.81 | | | | | |
| 15110 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/04\| | 852 | 1.16 | 1.8 | | | | | |
| 15111 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/05a\| | 756 | 1.48 | 1.75 | | | | | |
| 15112 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/06a\| | 636 | 1.29 | 1.72 | | | | | |
| 15113 | | 2013 | Convenience stores | Beverages | TIP | \|26/01/04\| | 60 | 1.03 | 1.33 | | | | | |
| 15114 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/01\| | 1524 | 0.76 | 1.19 | | | | | |
| 15115 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/02\| | 1452 | 0.64 | 0.93 | | | | | |
| 15116 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/03\| | 1572 | 0.9 | 1.11 | | | | | |
| 15117 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/04\| | 1512 | 0.82 | 1.07 | | | | | |
| 15118 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/05\| | 1320 | 0.83 | 1.02 | | | | | |

You can also select the range that you are scrolling through, by holding Ctrl + Shift + Arrow Key

365 Careers

# Fixing references

# Fixing references

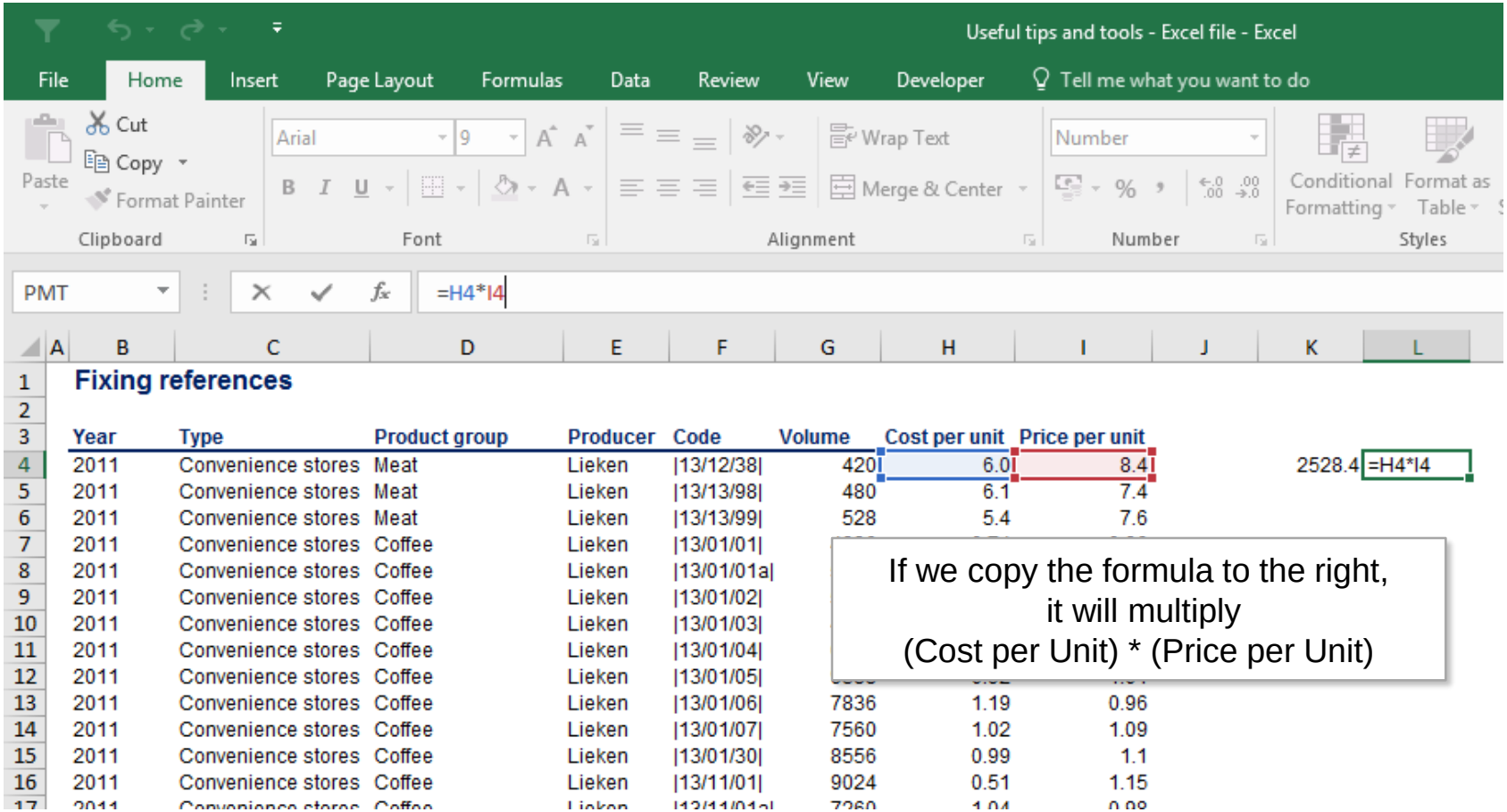



**Fixing references**

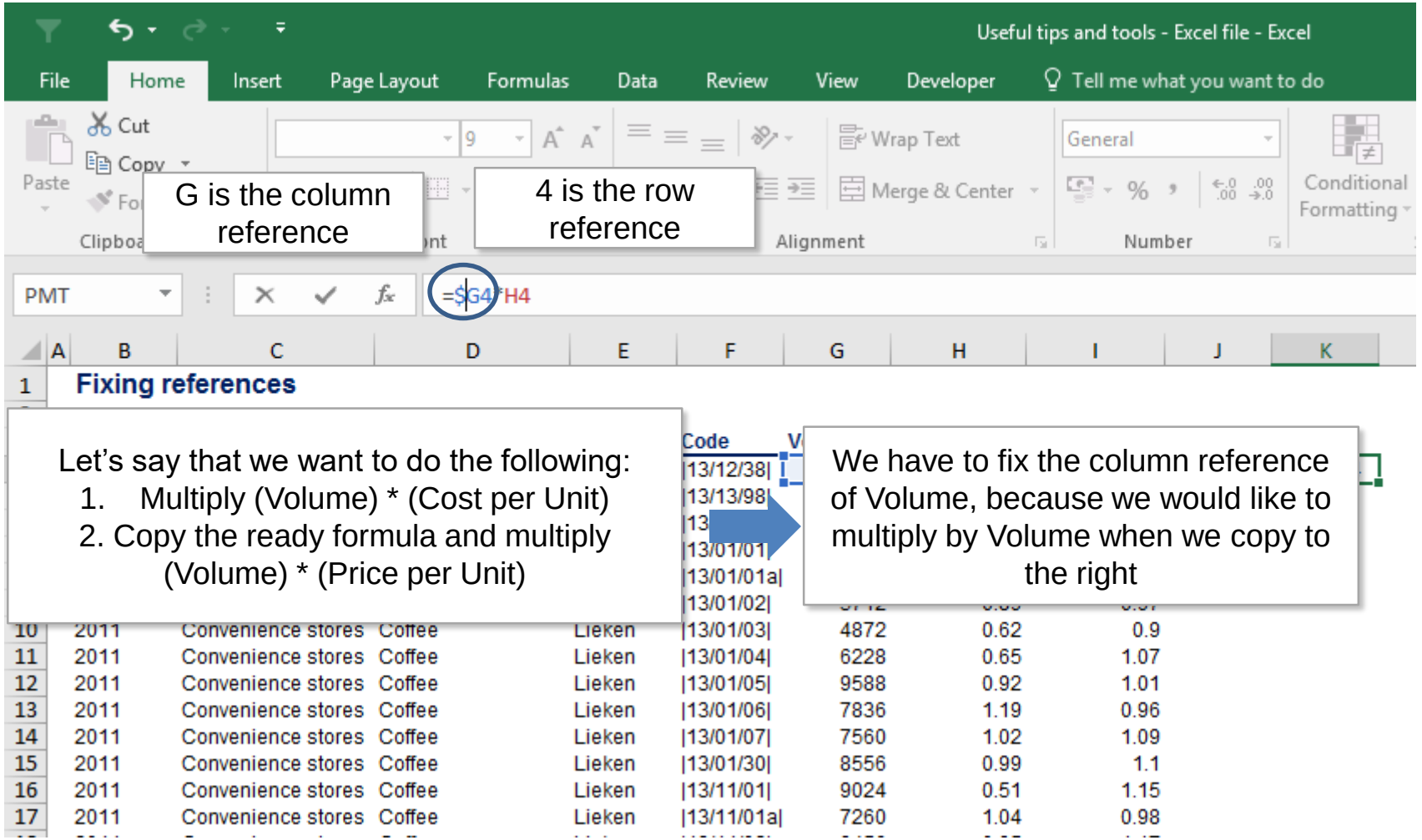
| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/02\| | 9456 | 0.85 | 1.17 |

2528.4

# Fixing references

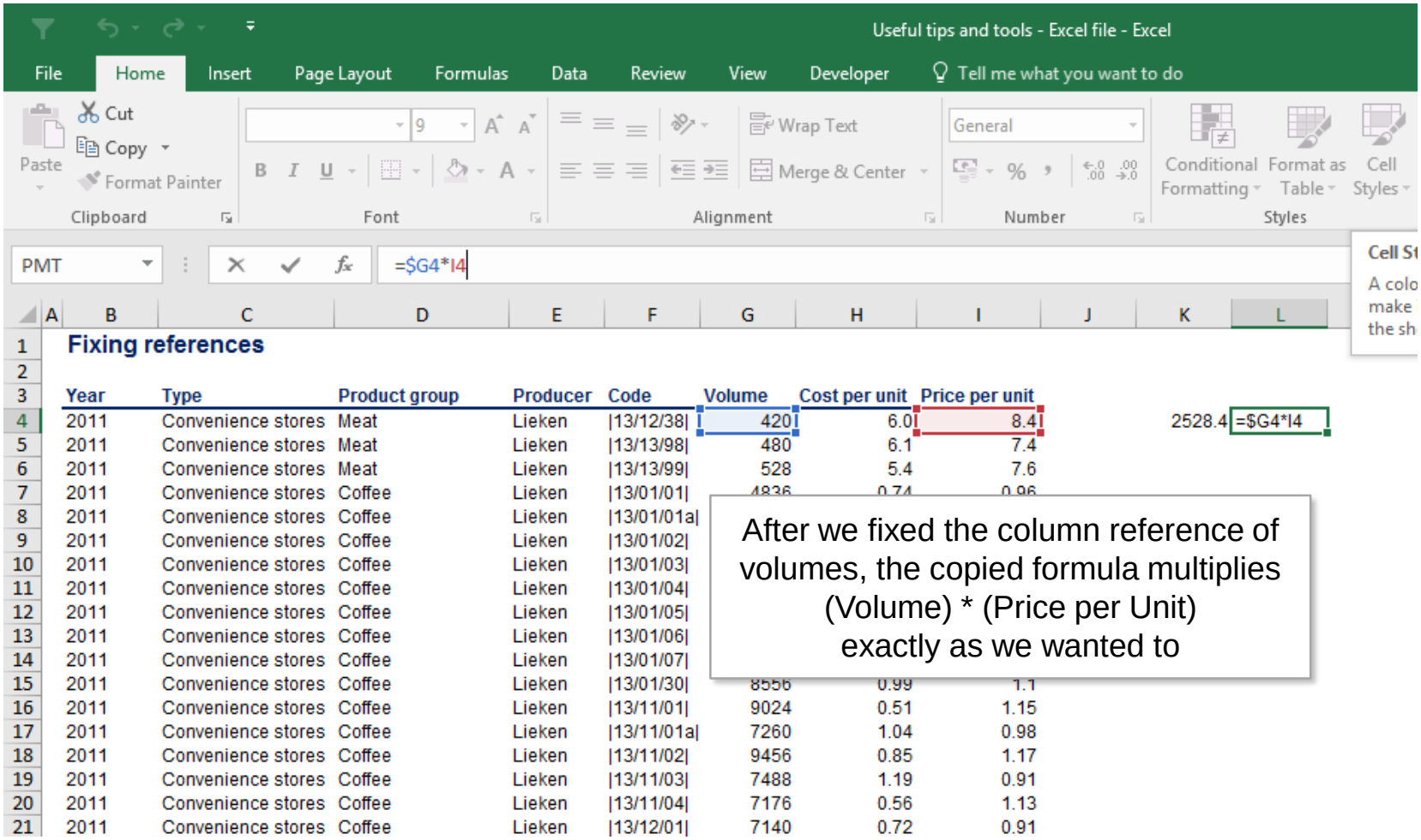


# Fixing references



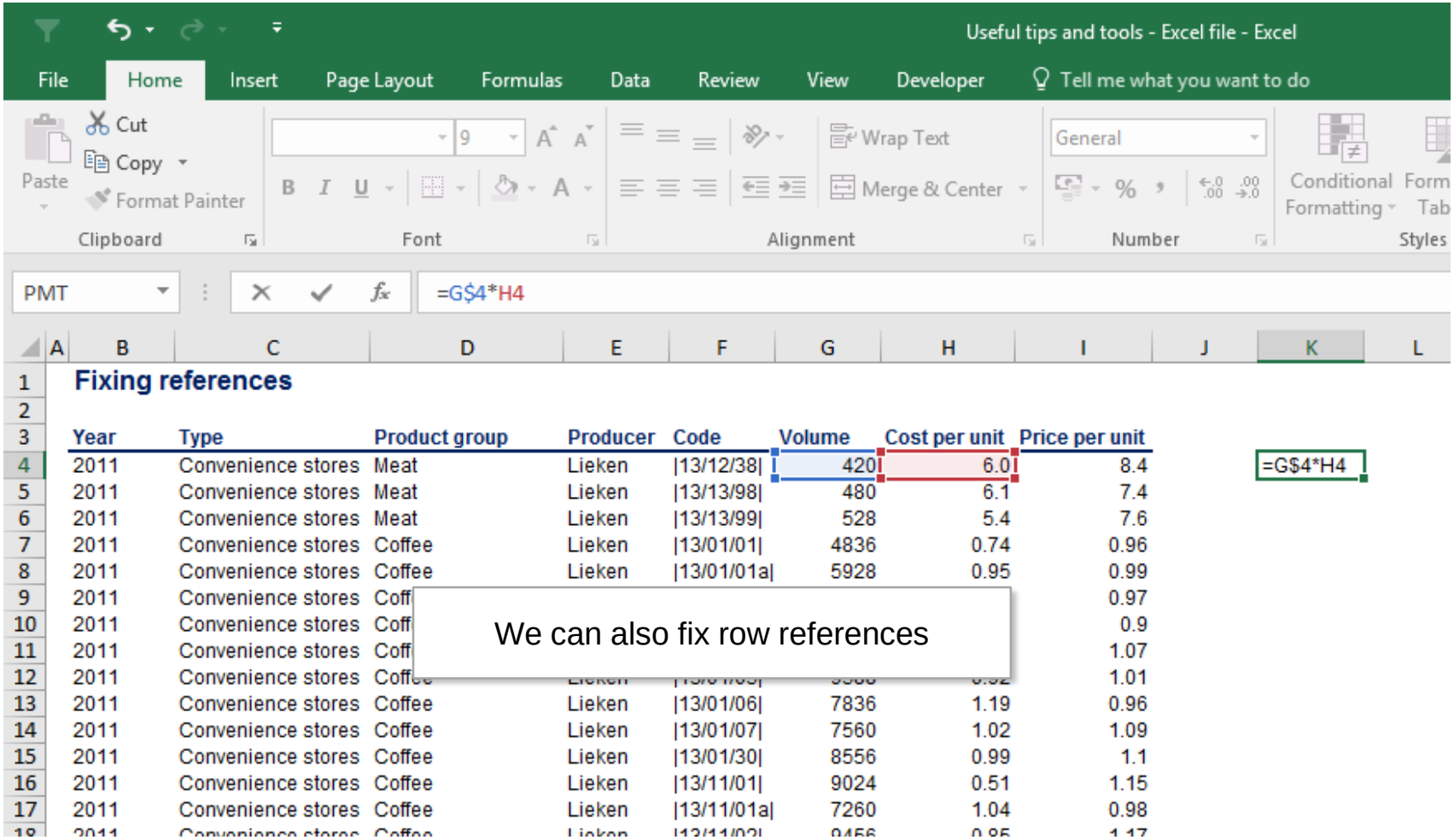
# Fixing references

365 Careers

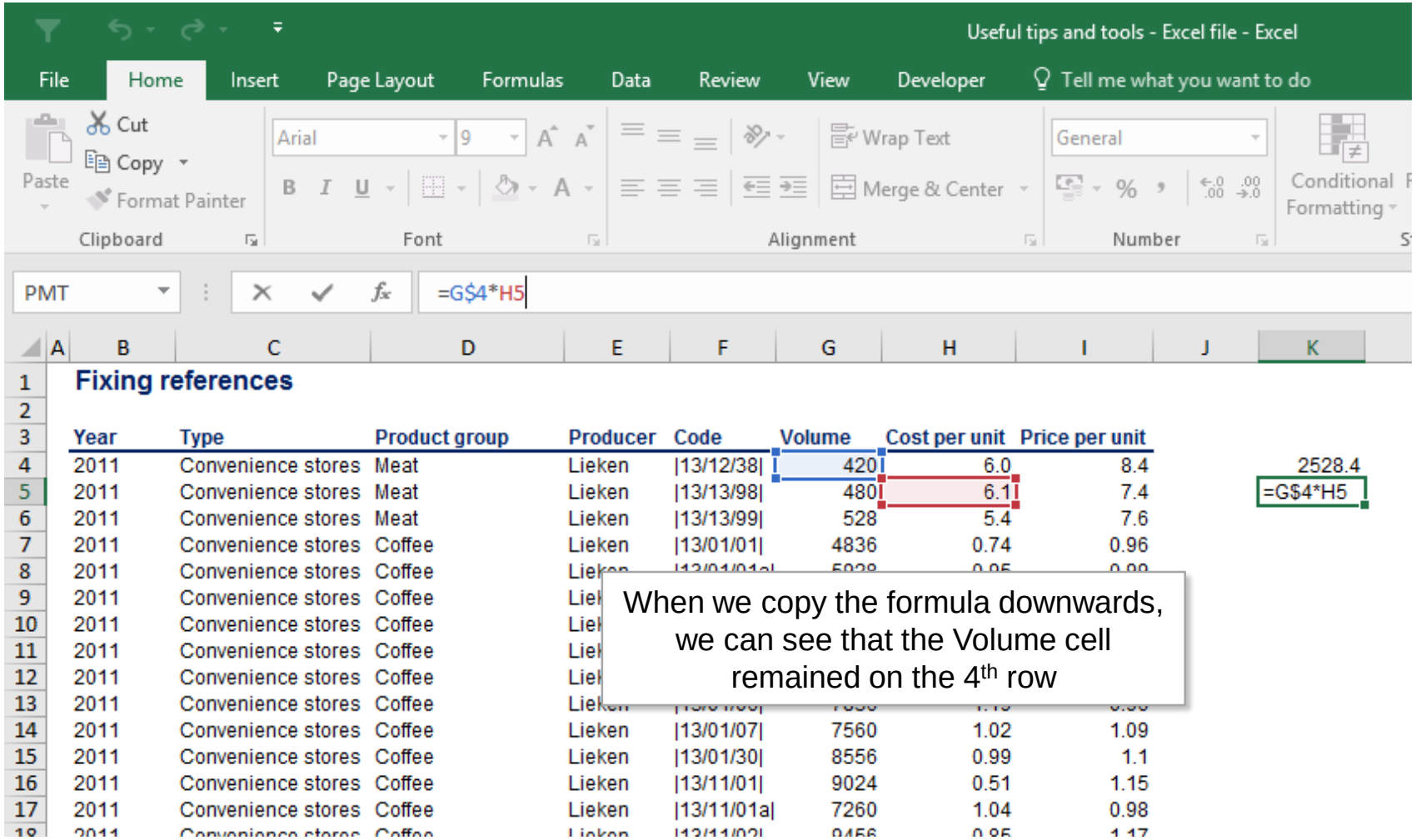



| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | 13/12/38 | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | 13/13/98 | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | 13/13/99 | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01 | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01a | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/02 | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/03 | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/04 | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/05 | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/06 | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/07 | | | |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/30 | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/01 | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/01a | 7260 | 1.04 | 0.98 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/02 | 9456 | 0.85 | 1.17 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/03 | 7488 | 1.19 | 0.91 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/04 | 7176 | 0.56 | 1.13 |
| 2011 | Convenience stores | Coffee | Lieken | 13/12/01 | 7140 | 0.72 | 0.91 |

# Fixing references



# Fixing references

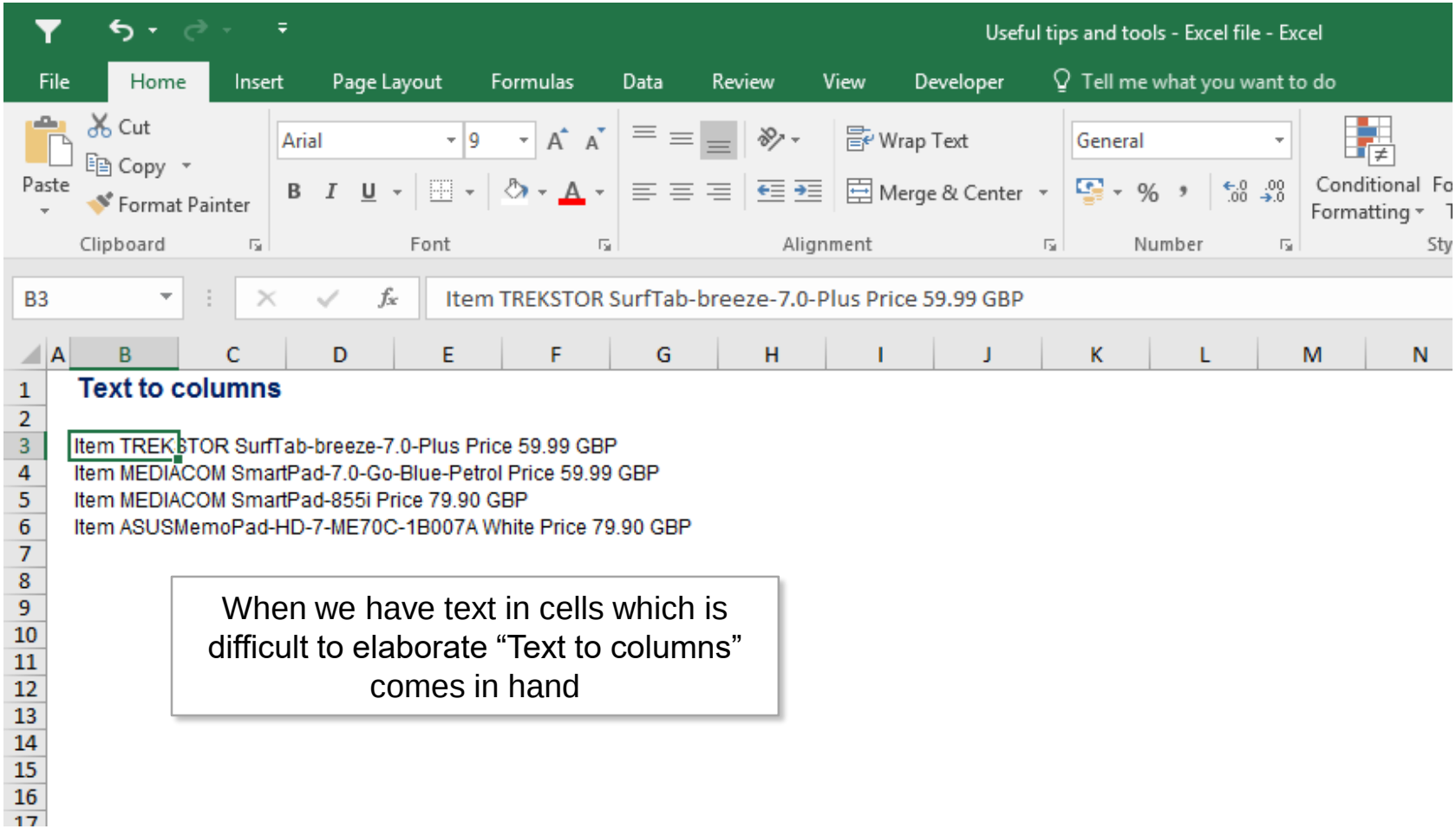


365 Careers

# Text to columns

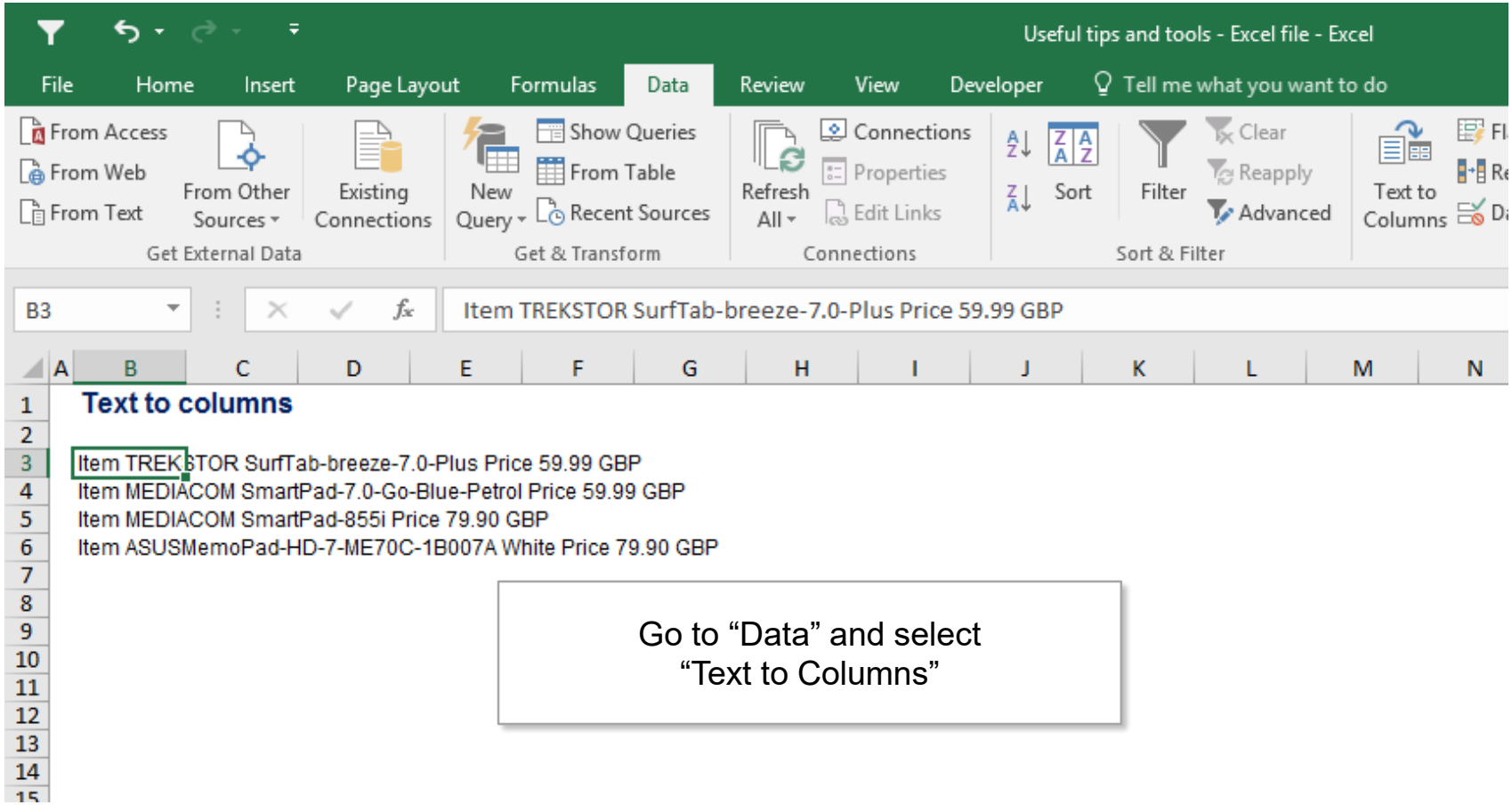
# Text to columns

365 Careers

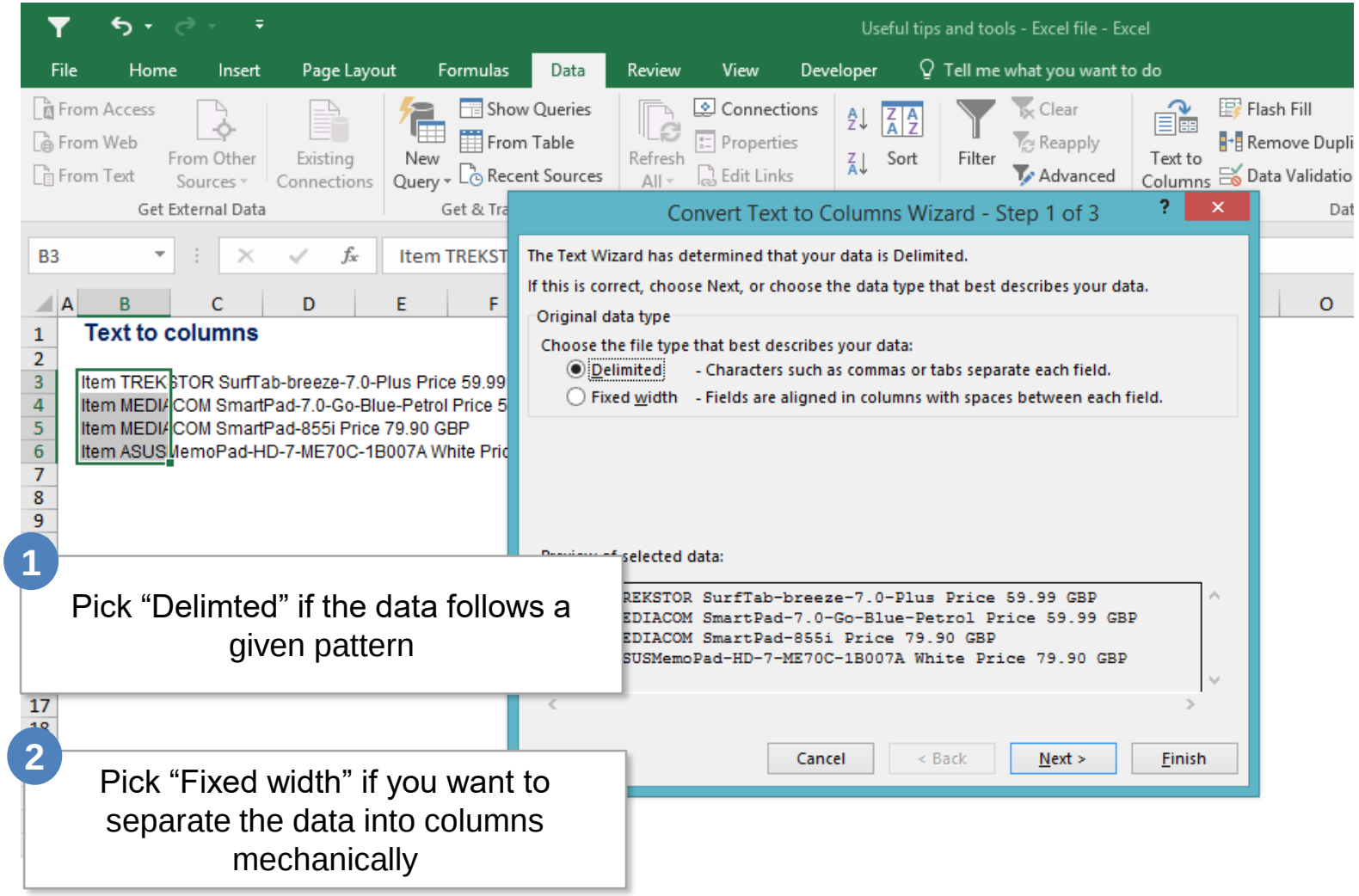



When we have text in cells which is difficult to elaborate “Text to columns” comes in hand

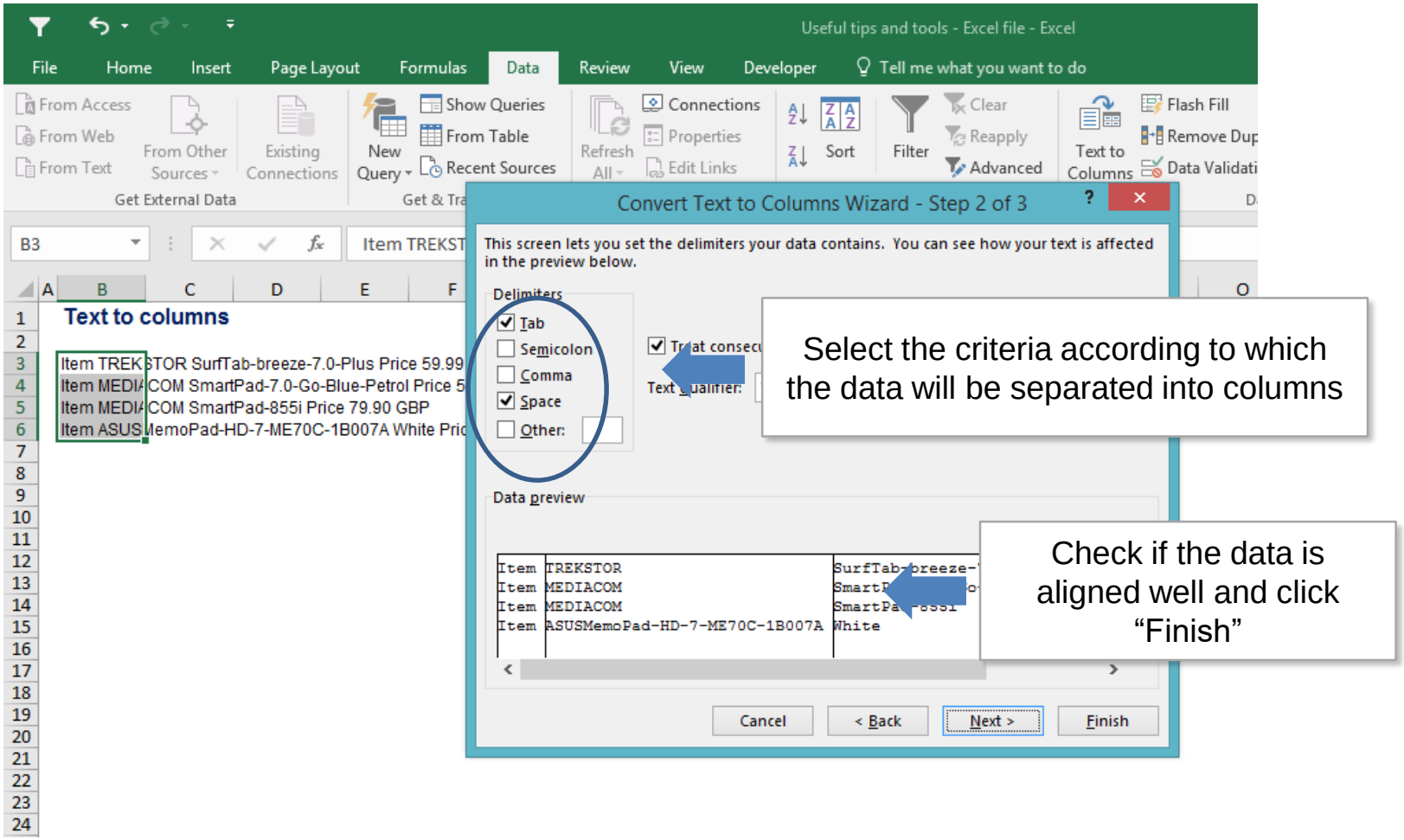
# Text to columns



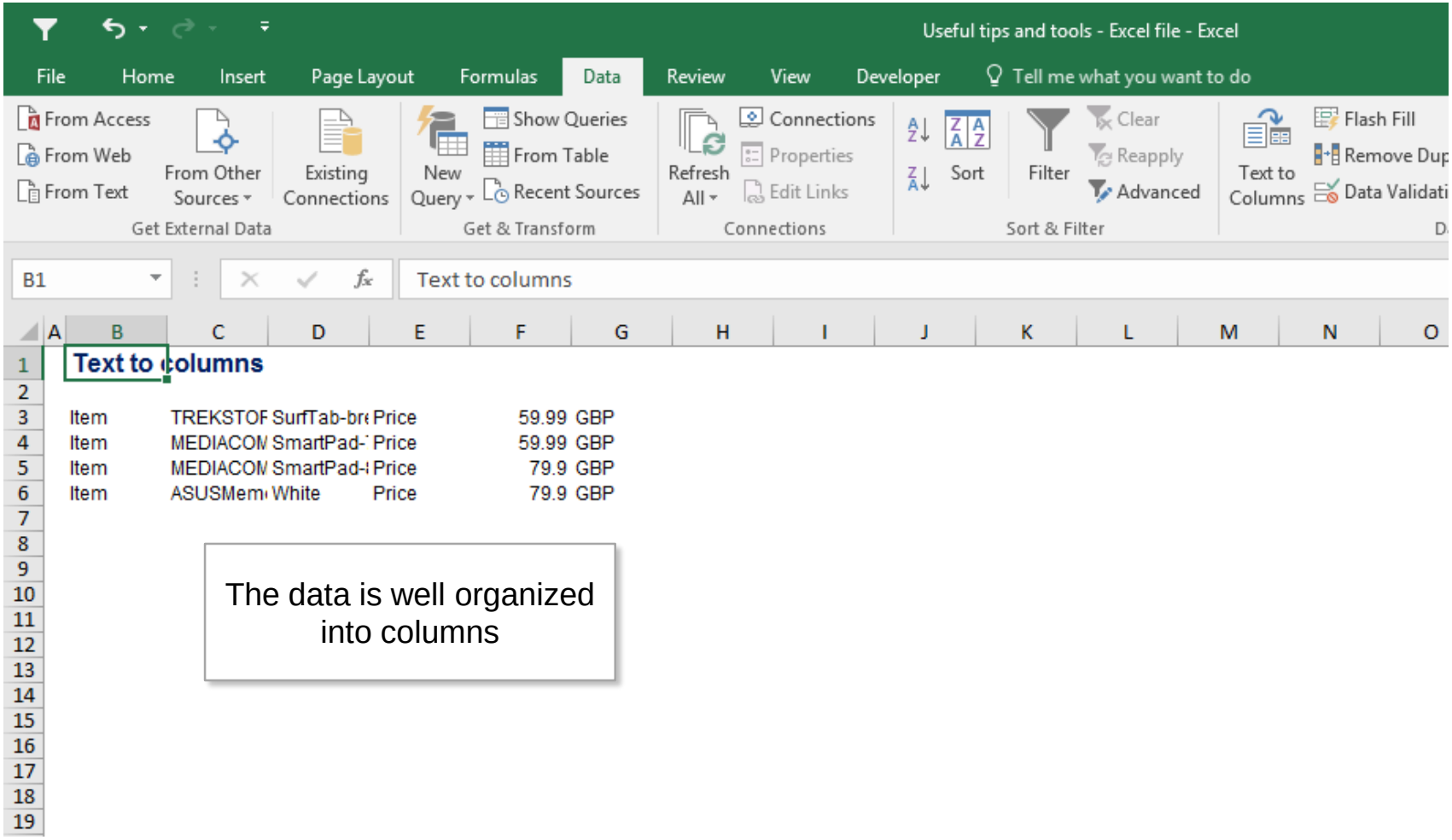
# Text to columns



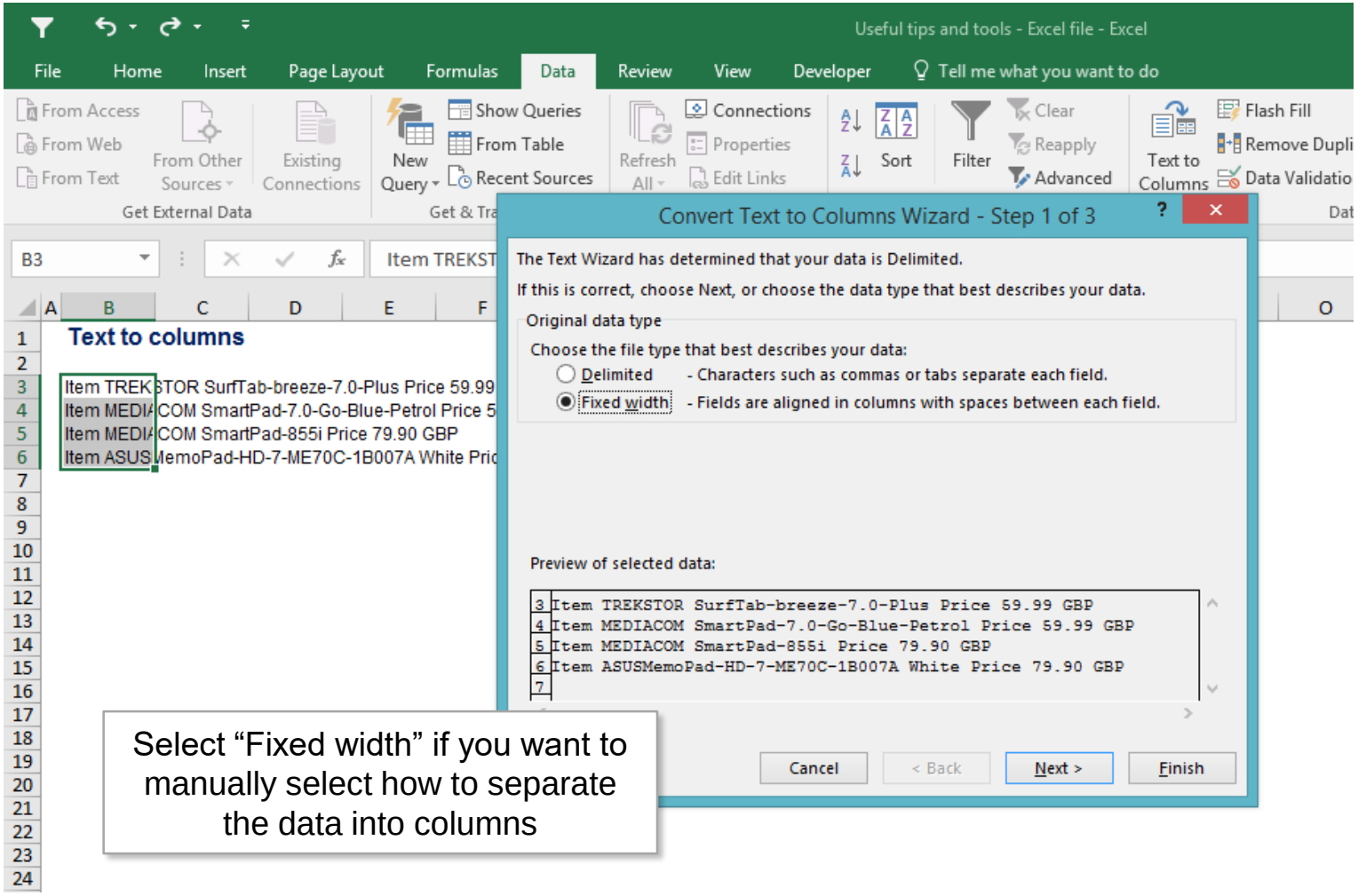
# Text to columns



# Text to columns

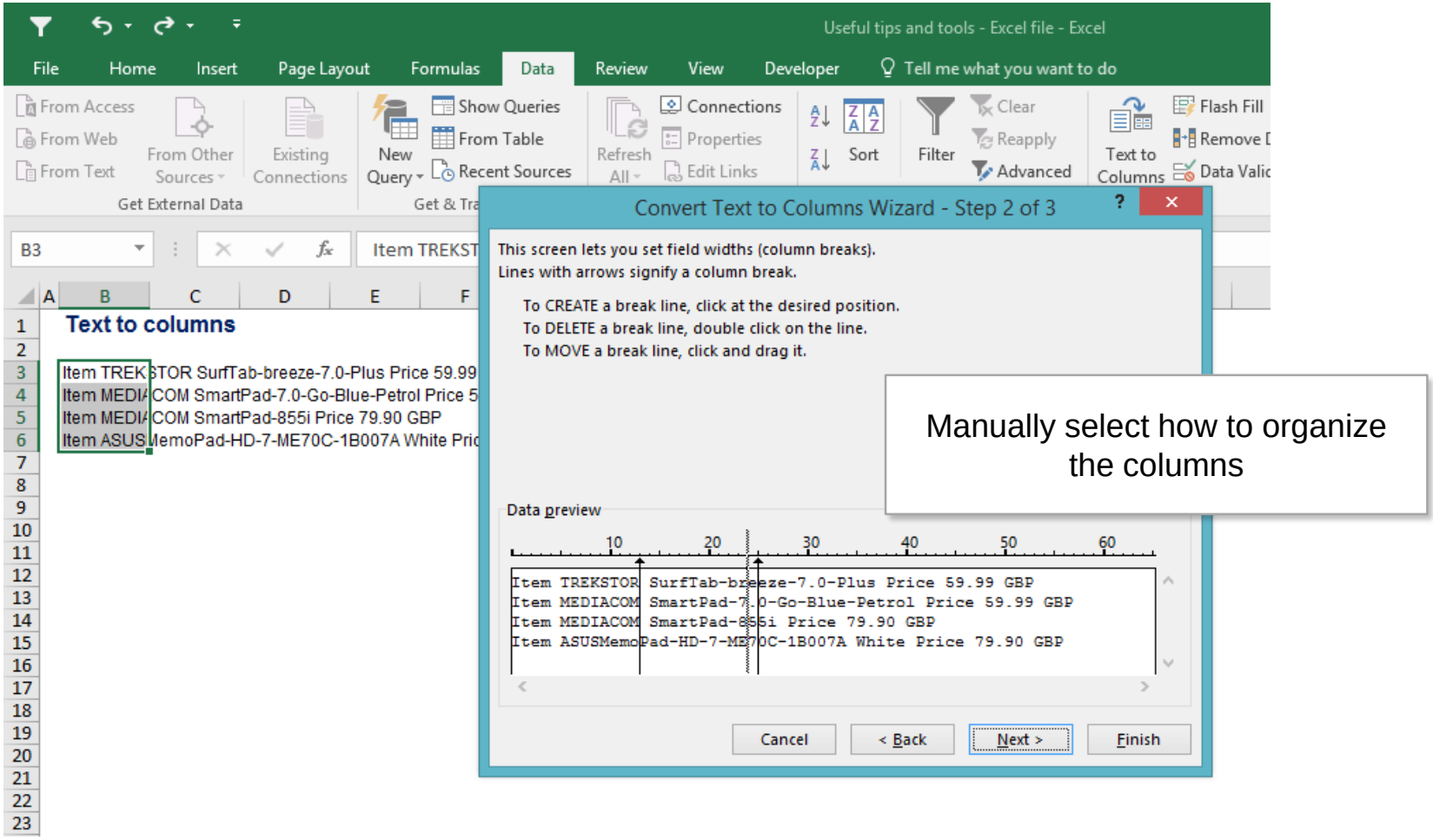


# Text to columns




Select “Fixed width” if you want to manually select how to separate the data into columns

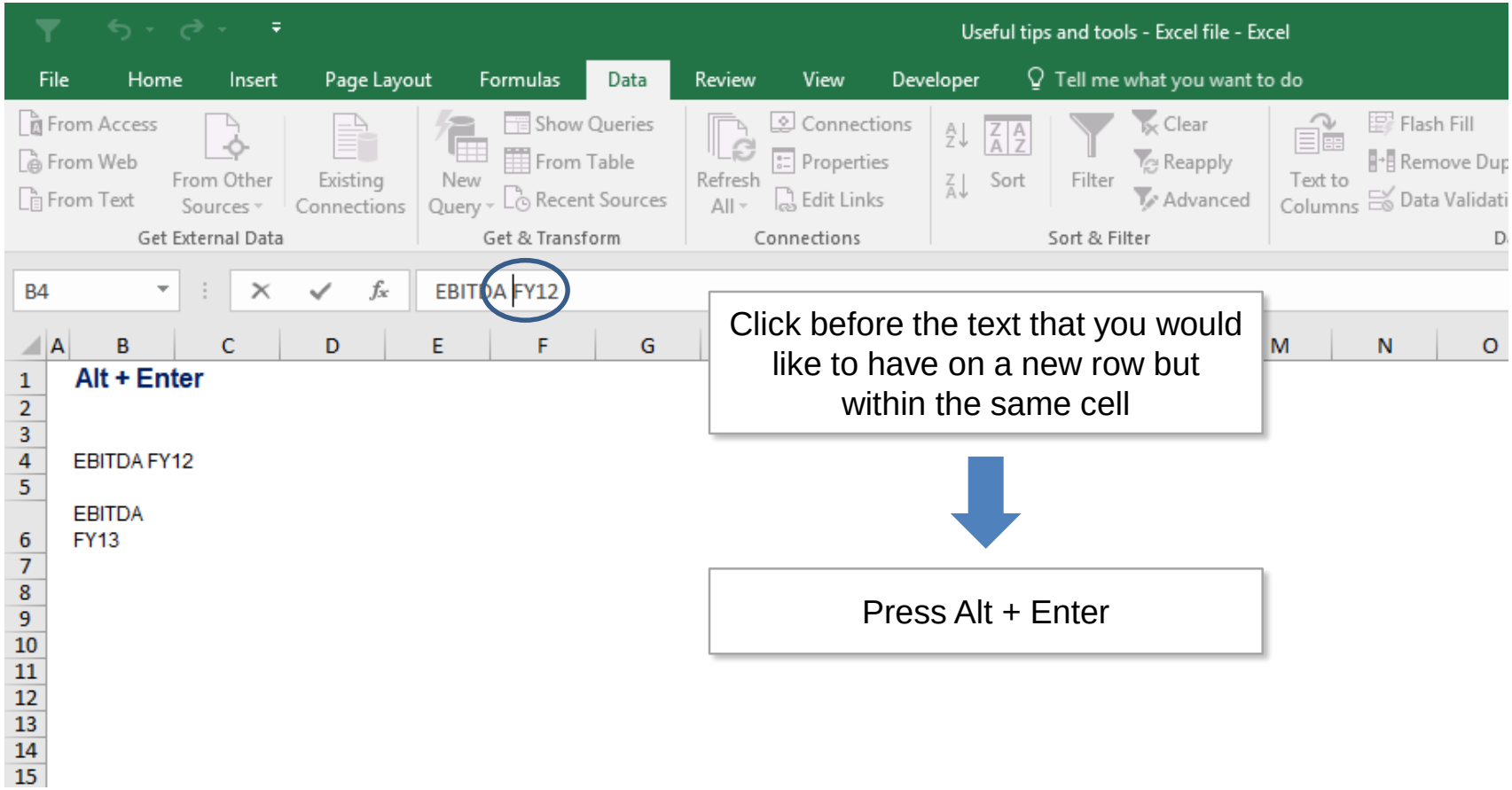
# Text to columns



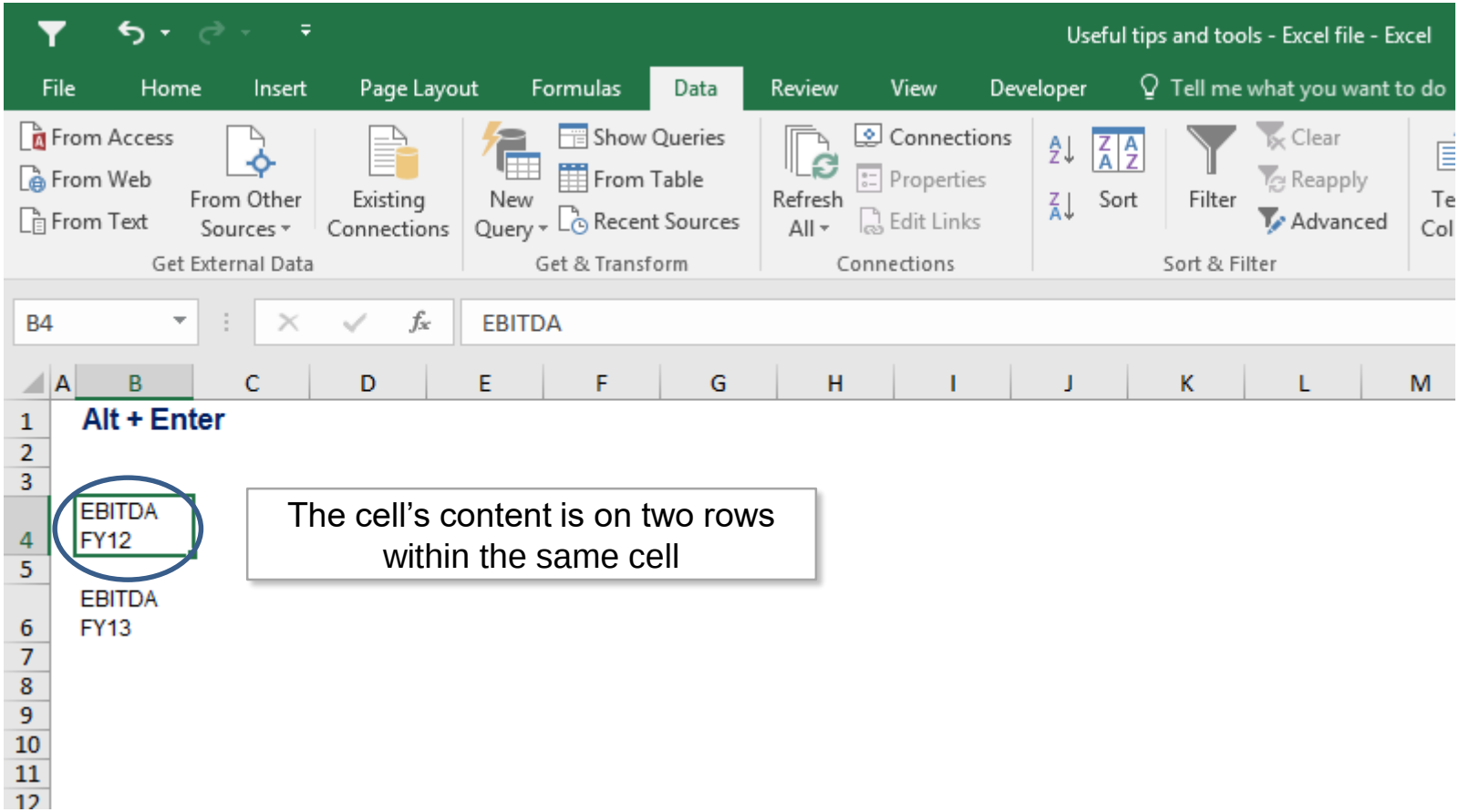
365 Careers

# Alt + Enter

# Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Dup
Data Validati
B4
EBITDA FY12
Alt + Enter
EBITDA FY12
EBITDA
FY13
Click before the text that you would like to have on a new row but within the same cell
Press Alt + Enter

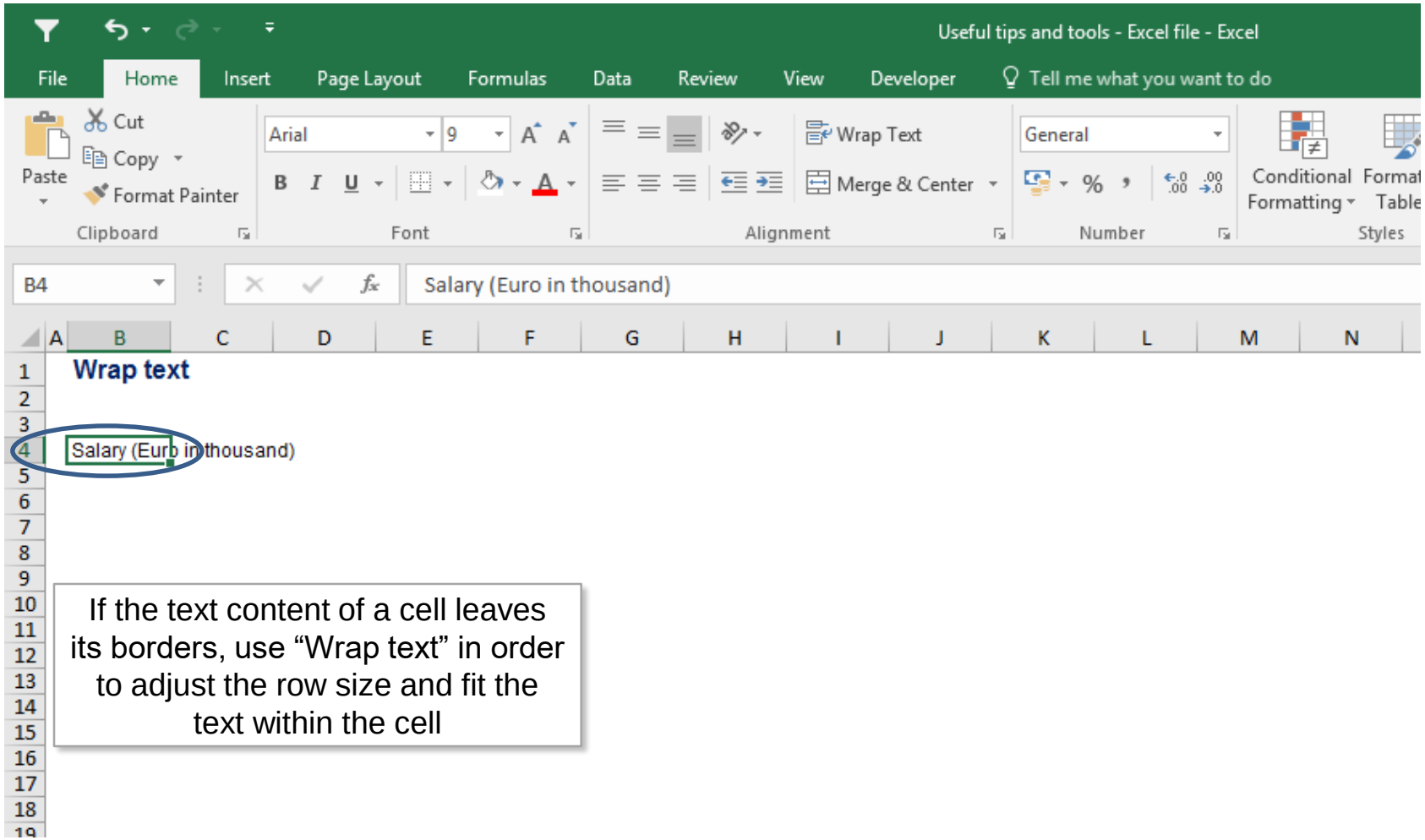
# Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
B4
EBITDA
Alt + Enter
EBITDA
FY12
EBITDA
FY13
The cell's content is on two rows within the same cell

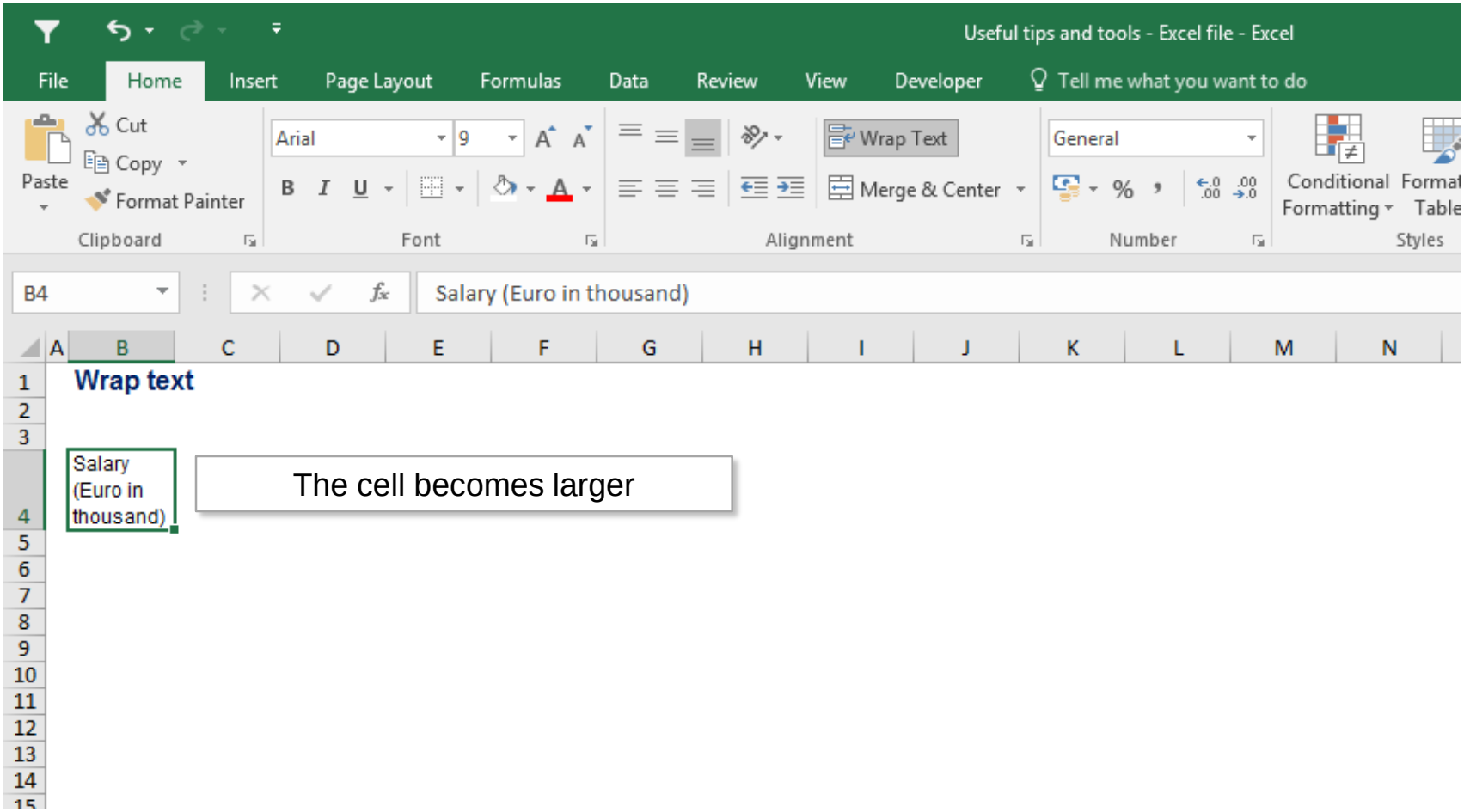
365 Careers

# Wrap text

# Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
If the text content of a cell leaves its borders, use “Wrap text” in order to adjust the row size and fit the text within the cell

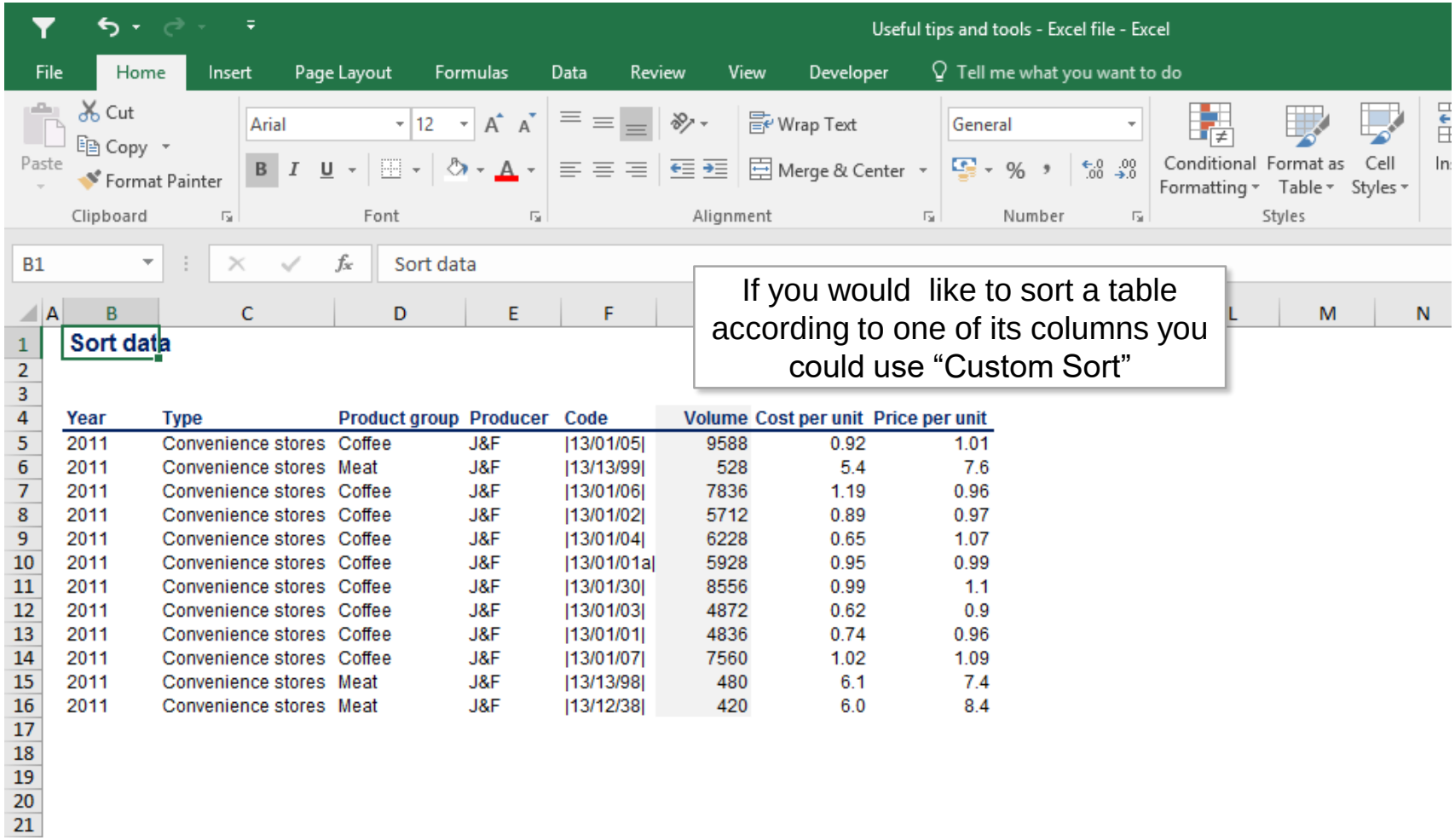
# Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
The cell becomes larger

365 Careers

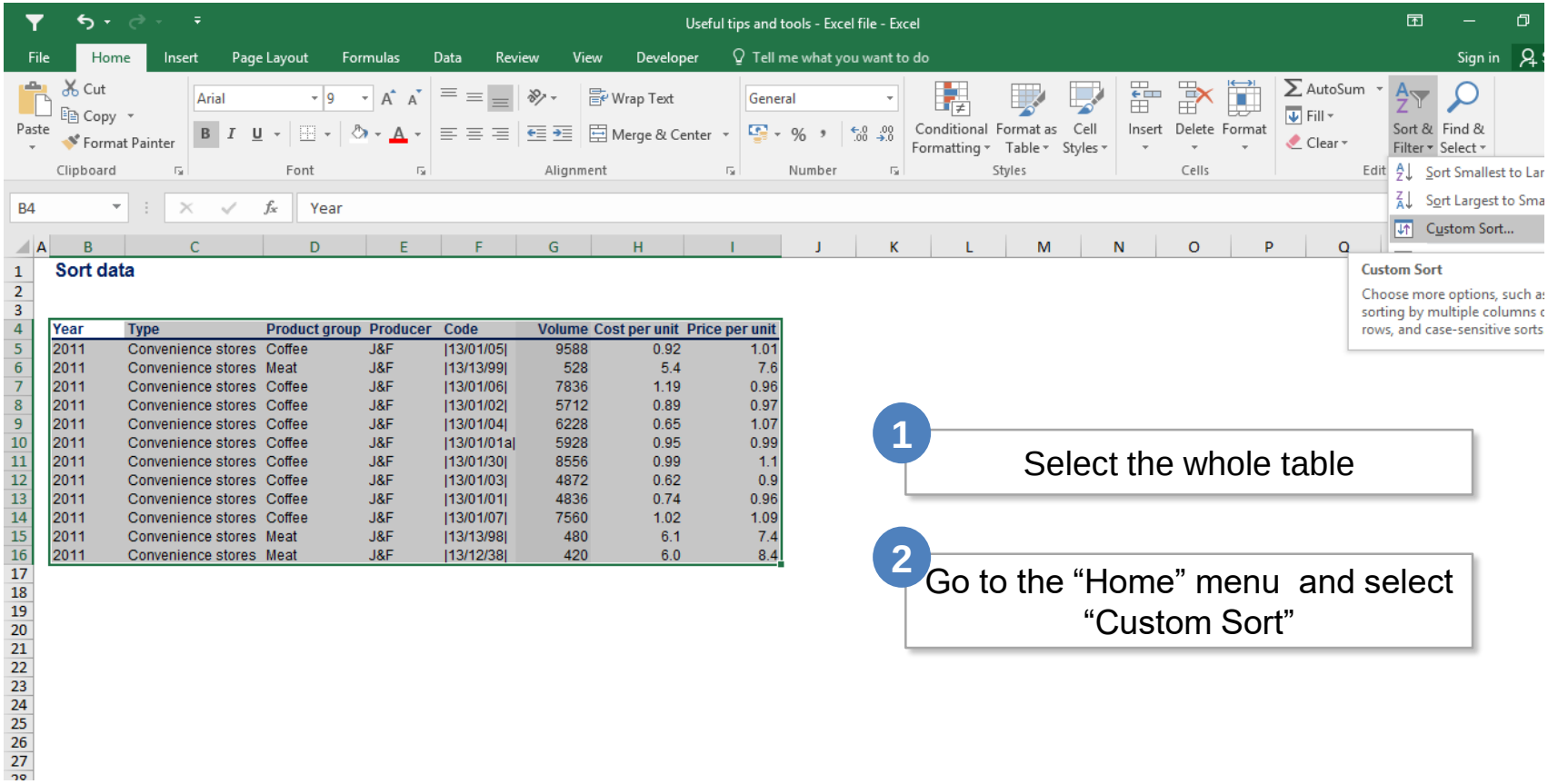
# Custom sort

# Custom sort




| | A | B | C | D | E | F | L | M | N |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | Sort data | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
| 5 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 6 | | 2011 | Convenience stores | Meat | J&F | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 7 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 8 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 9 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 10 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 11 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 12 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 13 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 14 | | 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 15 | | 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 16 | | 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |

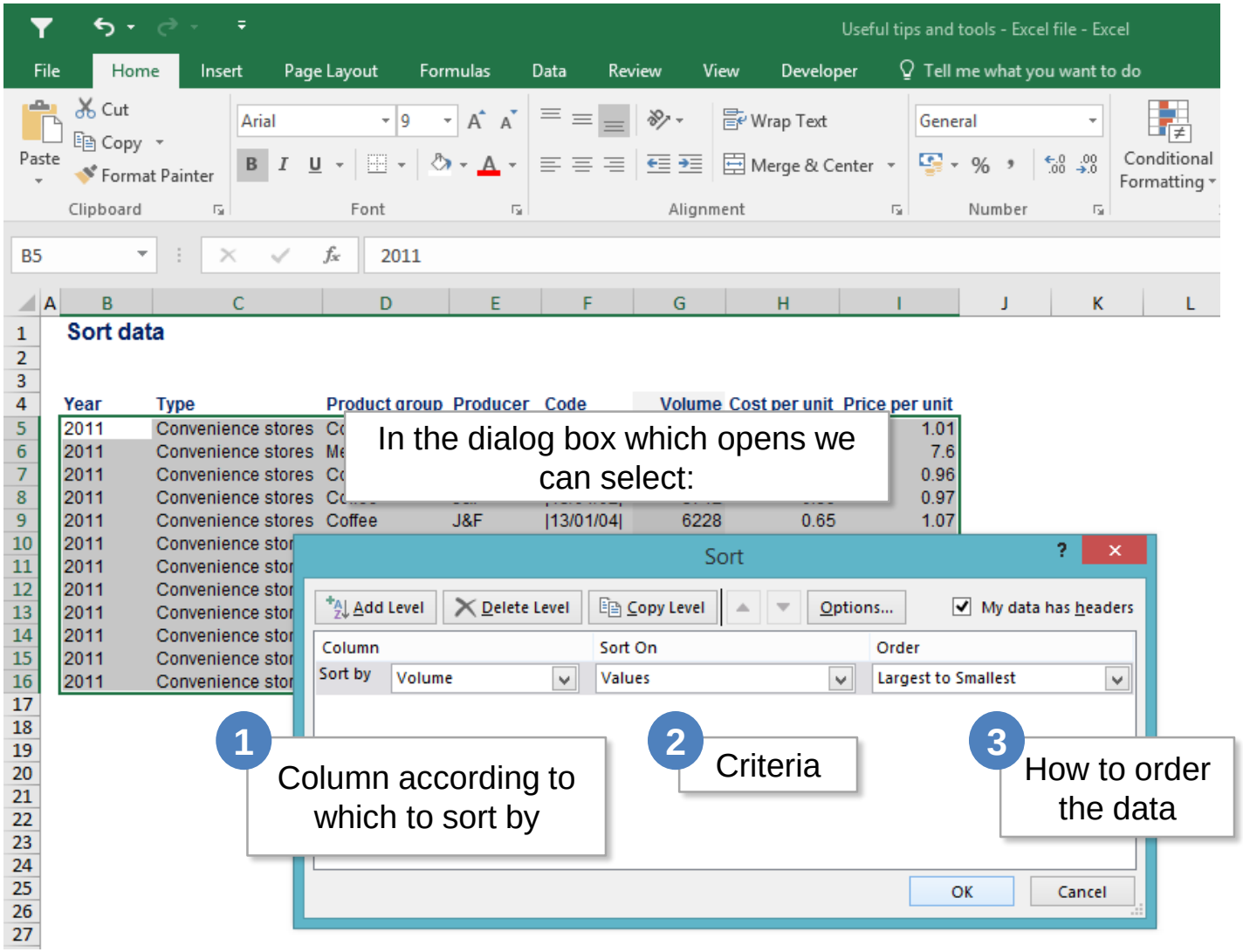
# Custom sort



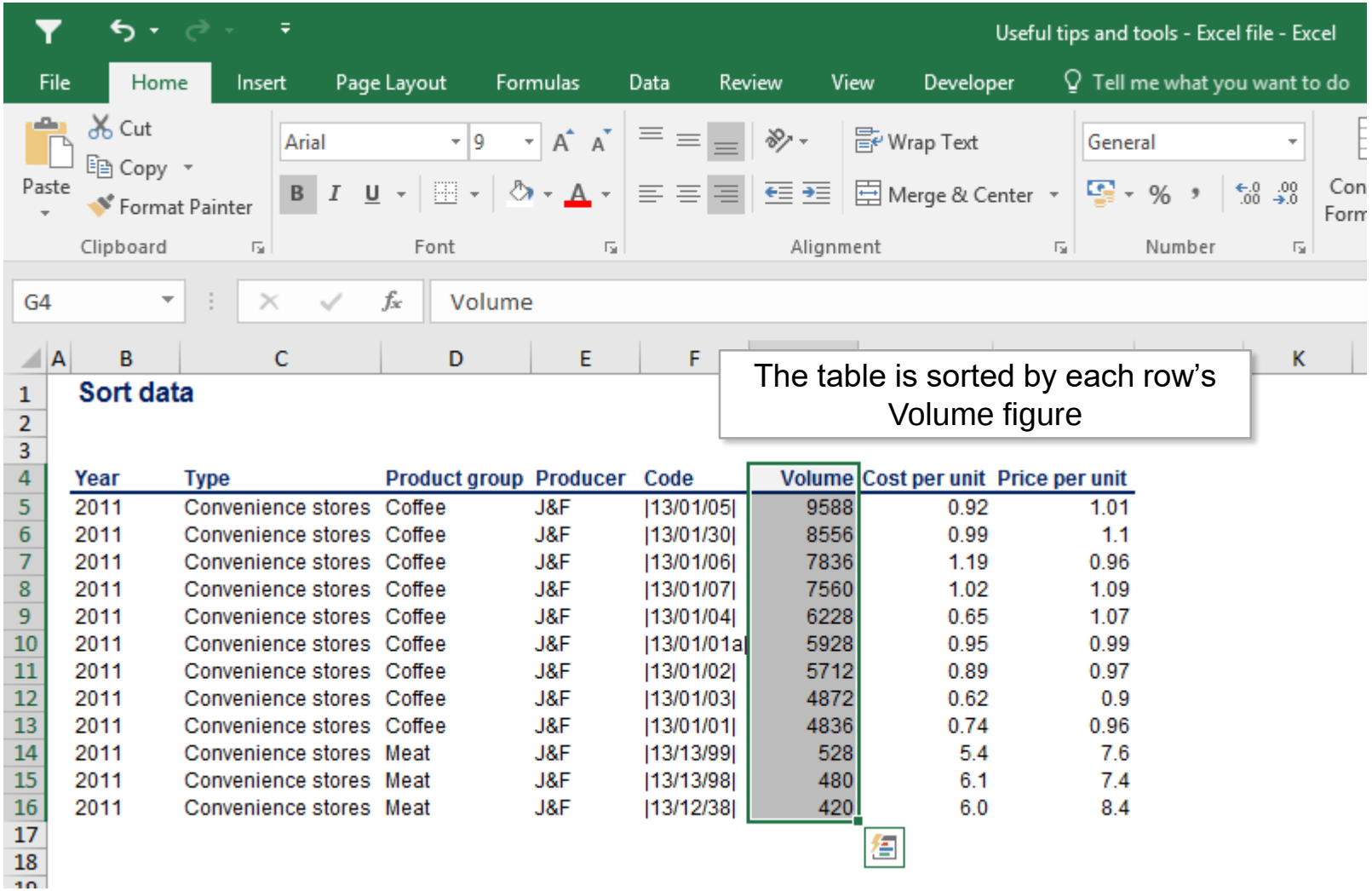

1. Select the whole table

2. Go to the “Home” menu and select “Custom Sort”

# Custom sort


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Arial
9
Wrap Text
Merge & Center
General
Conditional Formatting
Clipboard
Font
Alignment
Number
B5
2011
Sort data
Year
Type
Product group
Producer
Code
Volume
Cost per unit
Price per unit
2011 Convenience stores Coffee J&F |13/01/04| 6228 0.65 1.07
In the dialog box which opens we can select:
Sort
Add Level
Delete Level
Copy Level
Options...
My data has headers
Column
Sort On
Order
Sort by
Volume
Values
Largest to Smallest
OK
Cancel
1
Column according to which to sort by
2
Criteria
3
How to order the data

# Custom sort

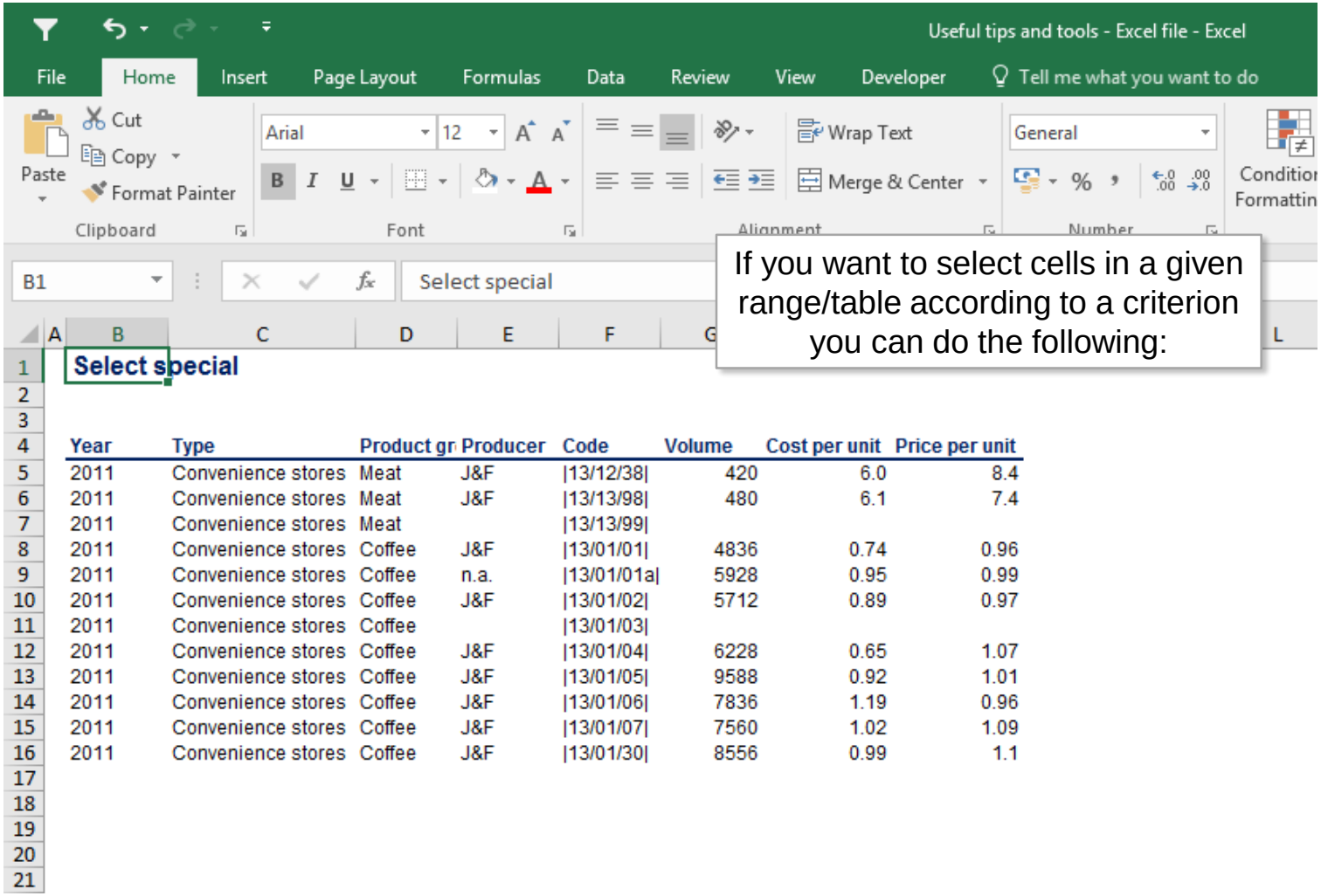



| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |

365 Careers

# Select special

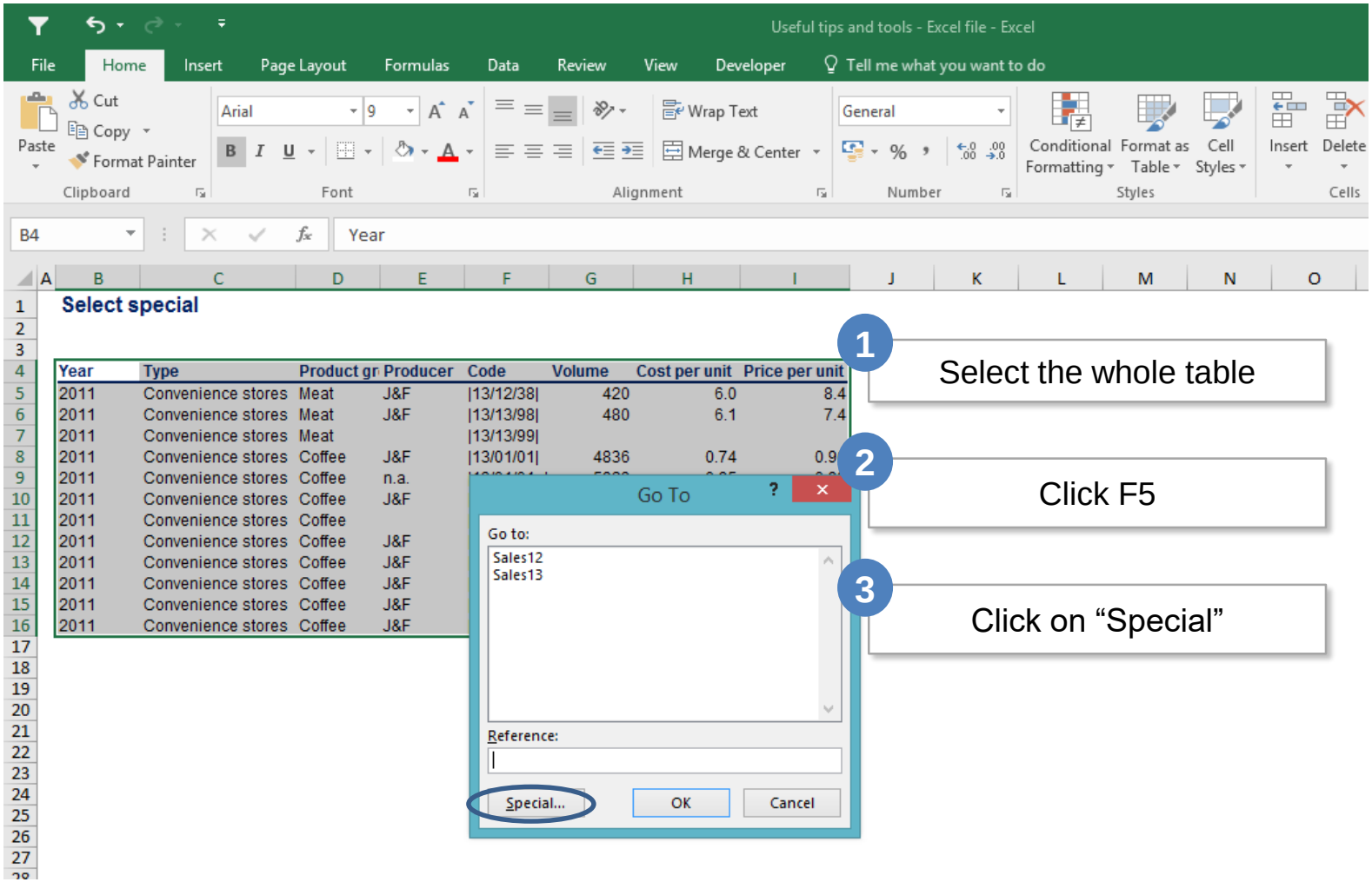
# Select special



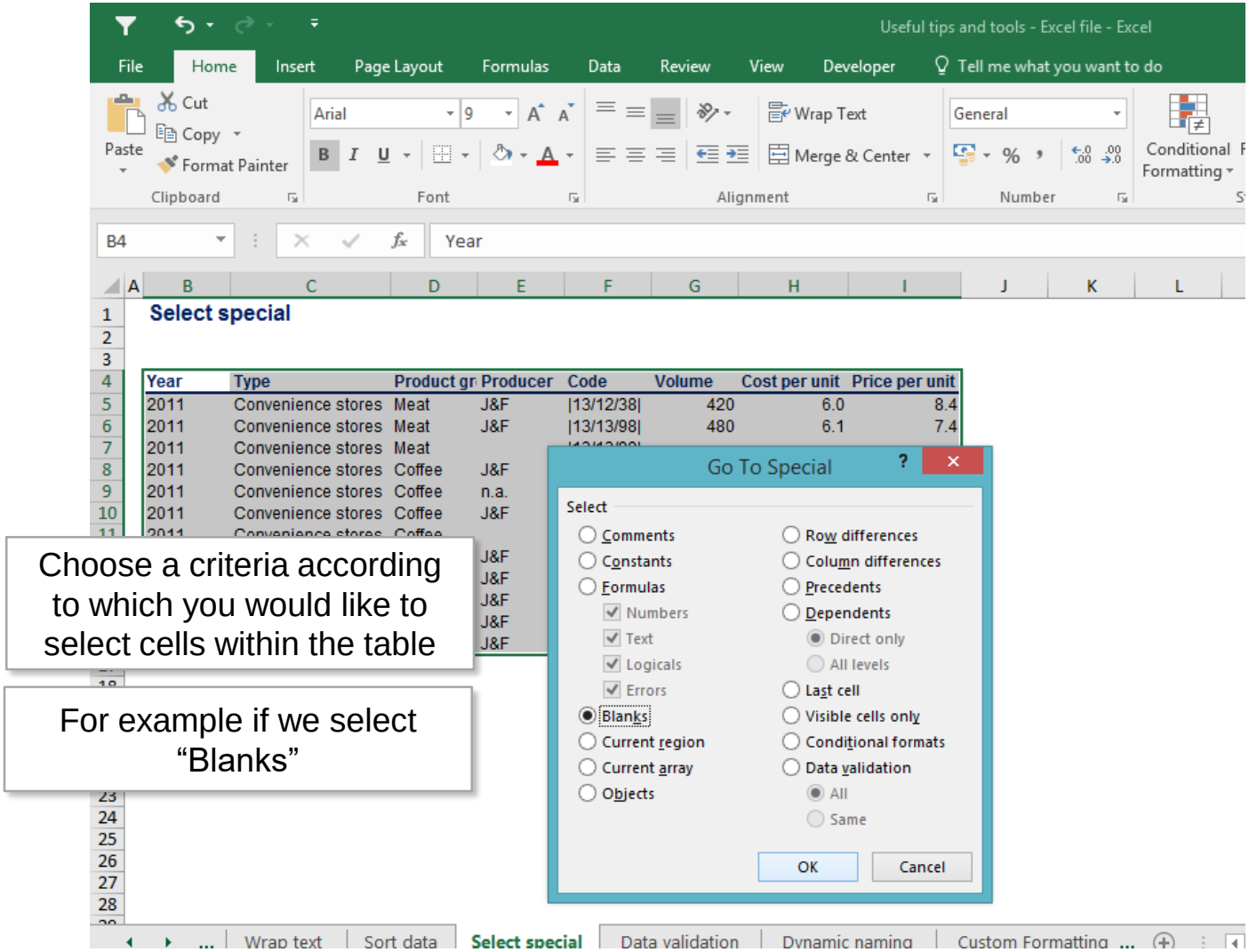

**Select special**

| Year | Type | Product gr | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | | \|13/13/99\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | n.a. | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |

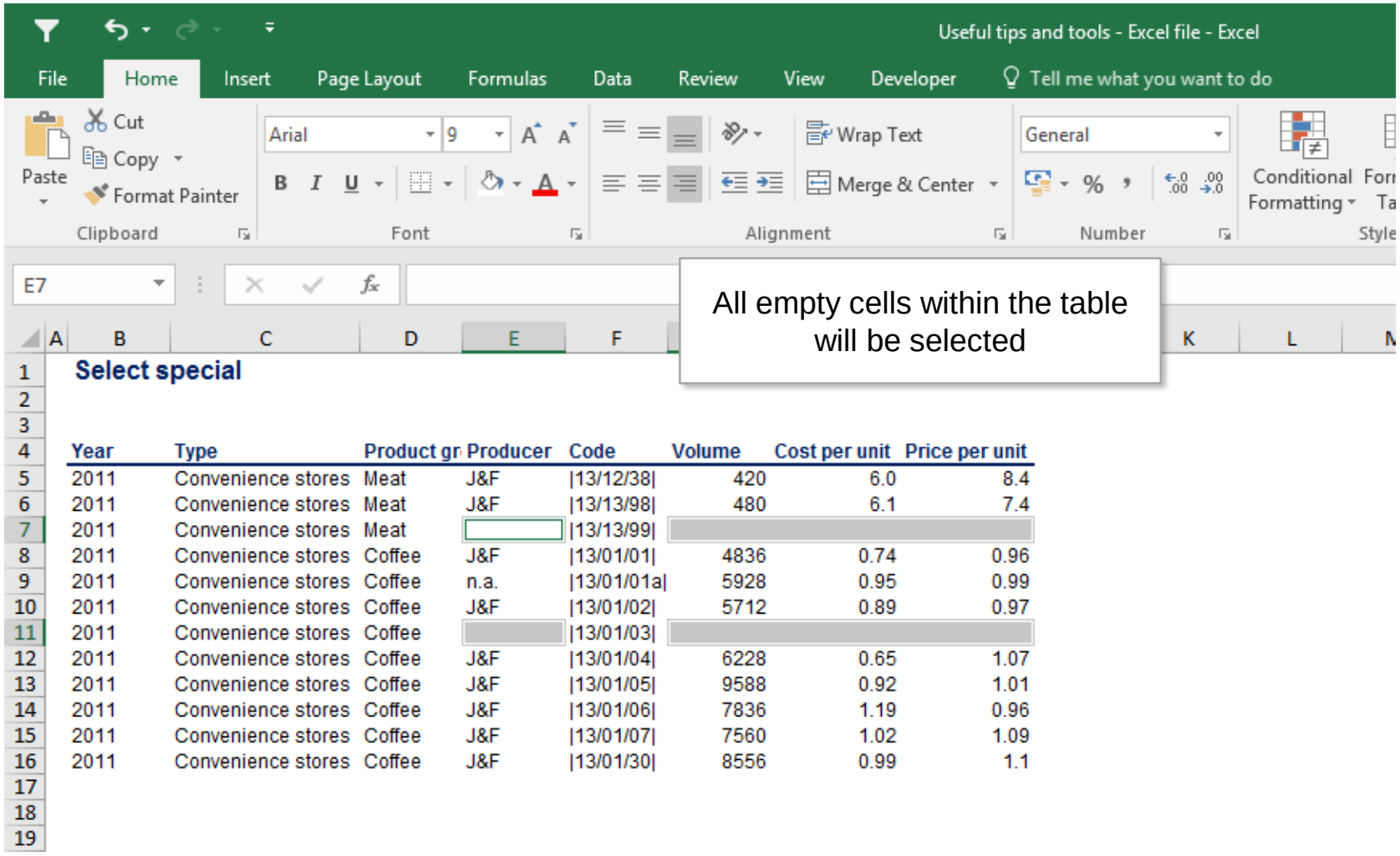
# Select special



# Select special



# Select special




**Select special**

| Year | Type | Product gr | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | | \|13/13/99\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | n.a. | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |

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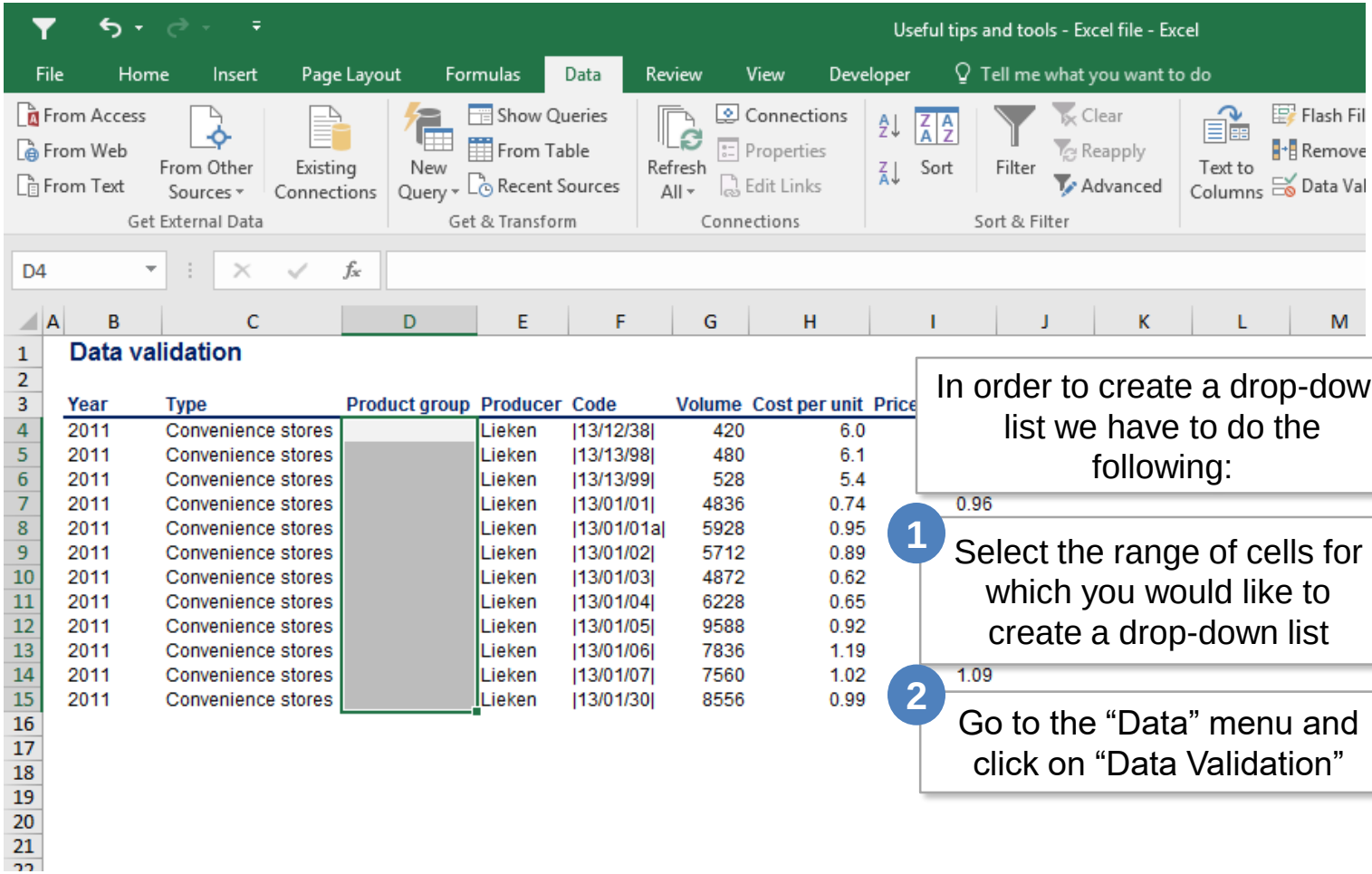
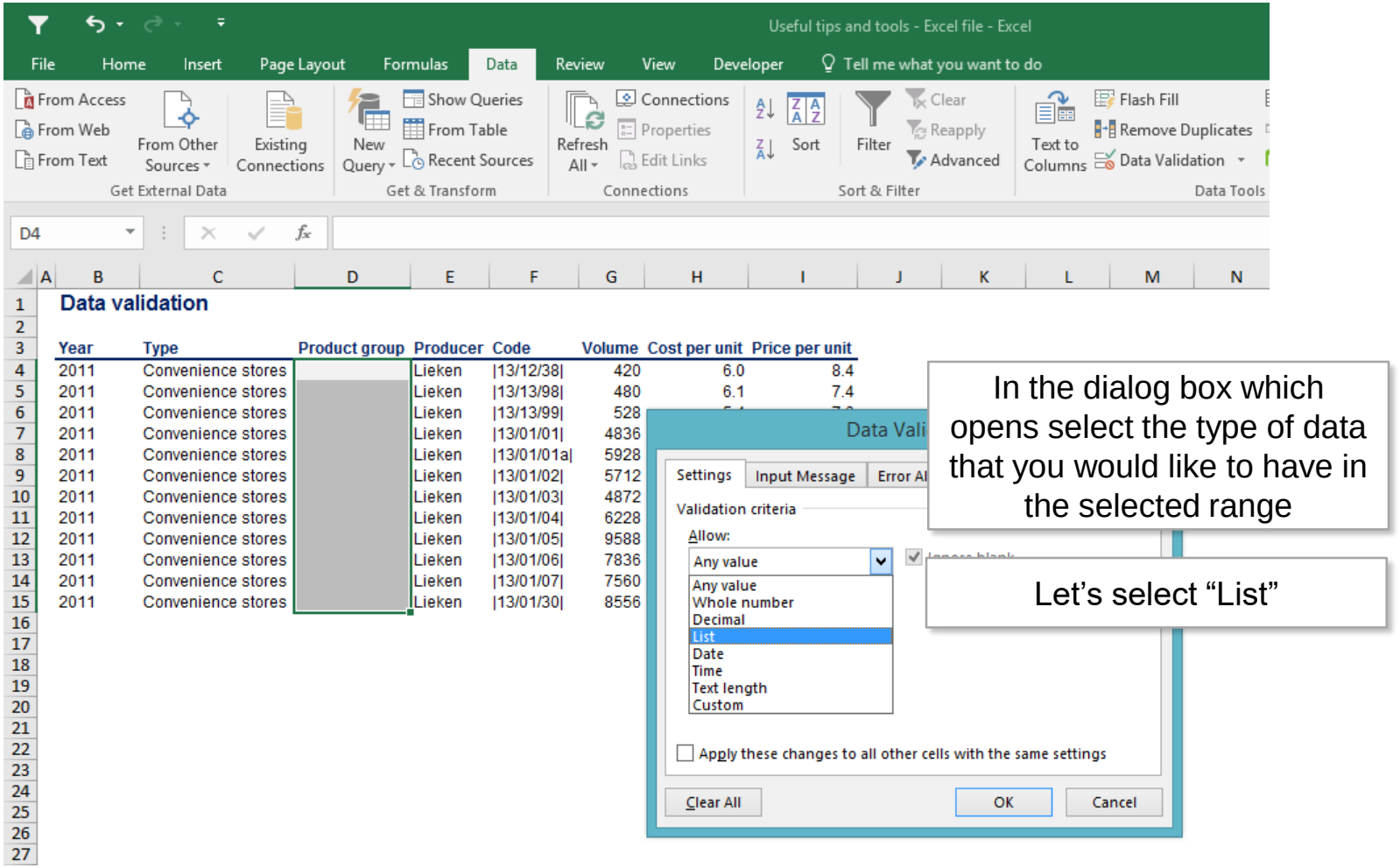
# Data validation

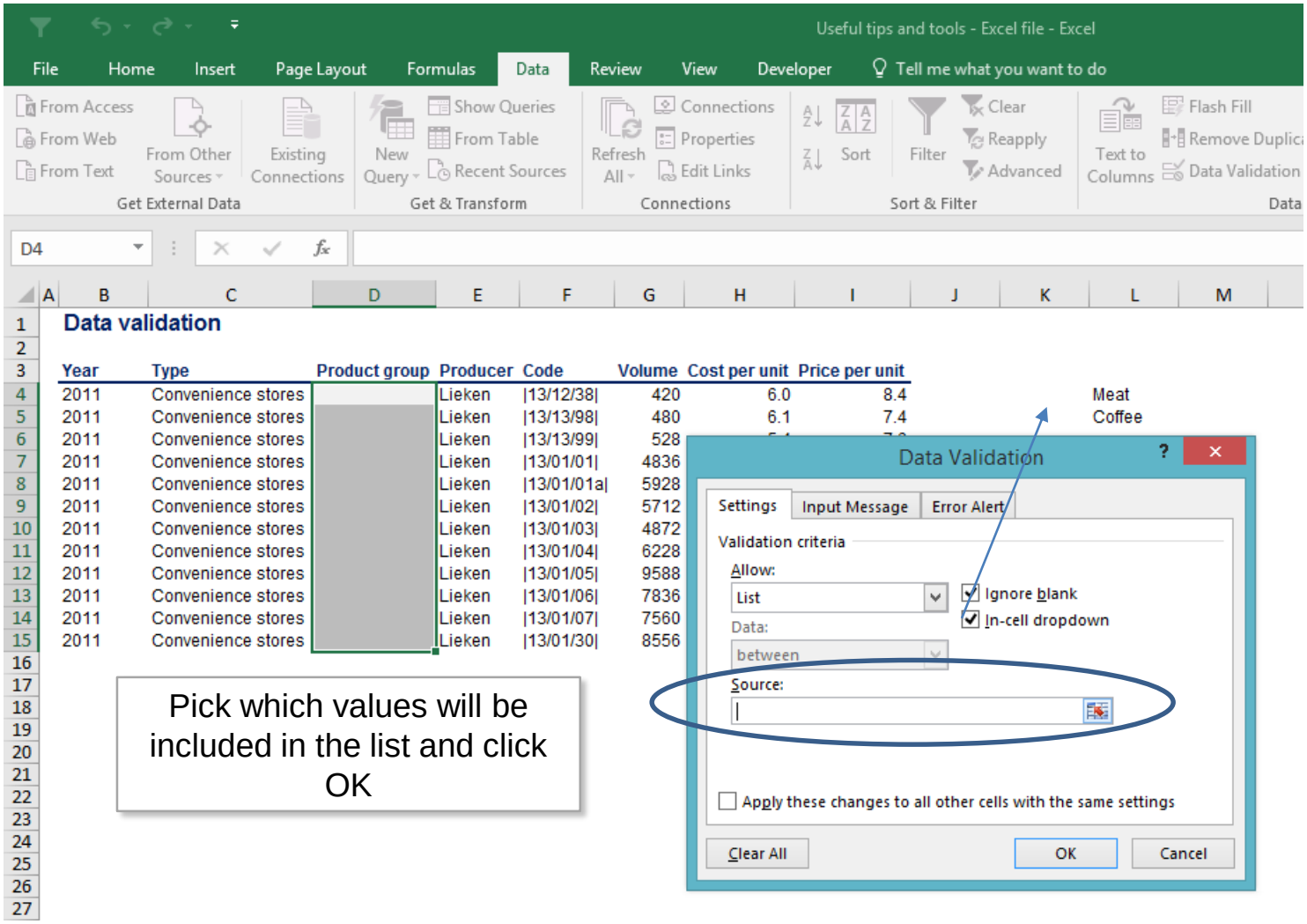
# Data validation



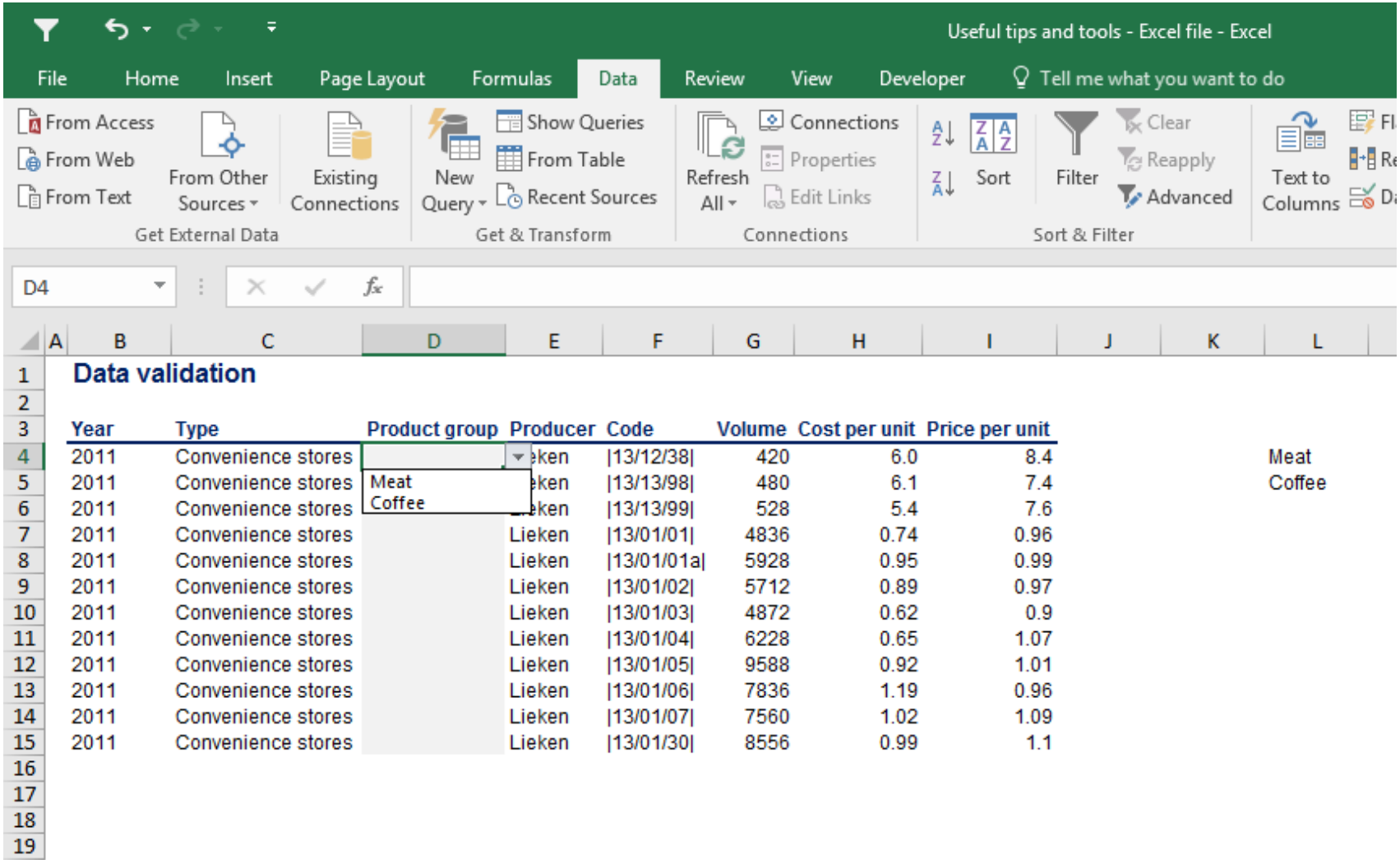
# Data validation



# Data validation



# Data validation



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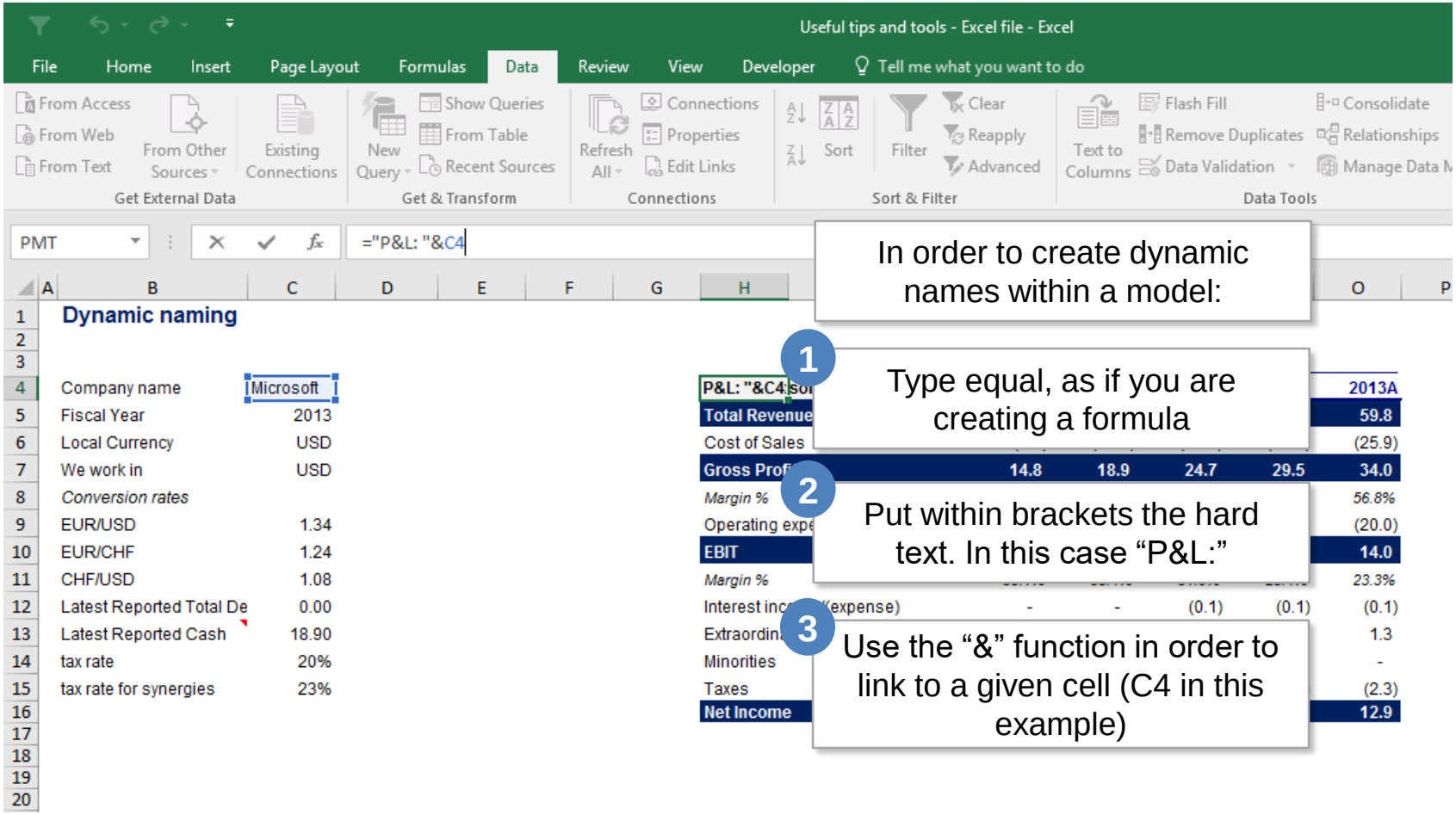
# Dynamic naming

# Dynamic naming



# Dynamic naming

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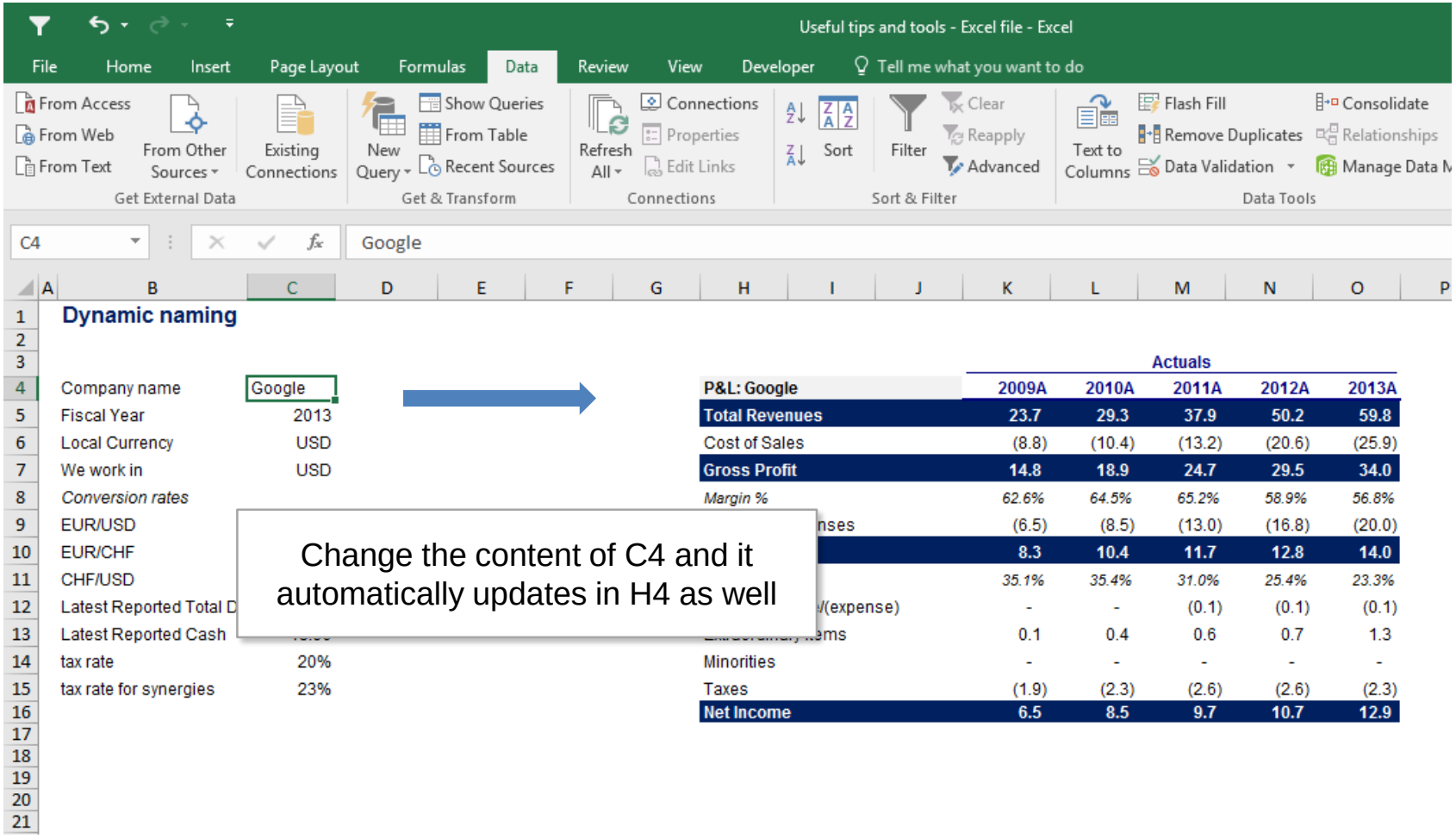
Useful tips and tools - Excel file - Excel
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do
From Access From Web From Text From Other Sources Existing Connections Get External Data
New Query Show Queries From Table Recent Sources Get & Transform
Refresh All Connections Properties Edit Links Connections
Sort Filter Clear Reapply Advanced Sort & Filter
Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data Data Tools
C4
Google
Dynamic naming
Company name Google
Fiscal Year 2013
Local Currency USD
We work in USD
Conversion rates
EUR/USD
EUR/CHF
CHF/USD
Latest Reported Total D
Latest Reported Cash
tax rate 20%
tax rate for synergies 23%
Change the content of C4 and it automatically updates in H4 as well
Actuals
P&L: Google 2009A 2010A 2011A 2012A 2013A
Total Revenues 23.7 29.3 37.9 50.2 59.8
Cost of Sales (8.8) (10.4) (13.2) (20.6) (25.9)
Gross Profit 14.8 18.9 24.7 29.5 34.0
Margin % 62.6% 64.5% 65.2% 58.9% 56.8%
nses (6.5) (8.5) (13.0) (16.8) (20.0)
8.3 10.4 11.7 12.8 14.0
35.1% 35.4% 31.0% 25.4% 23.3%
/(expense) - - (0.1) (0.1) (0.1)
ems 0.1 0.4 0.6 0.7 1.3
Minorities - - - - -
Taxes (1.9) (2.3) (2.6) (2.6) (2.3)
Net Income 6.5 8.5 9.7 10.7 12.9

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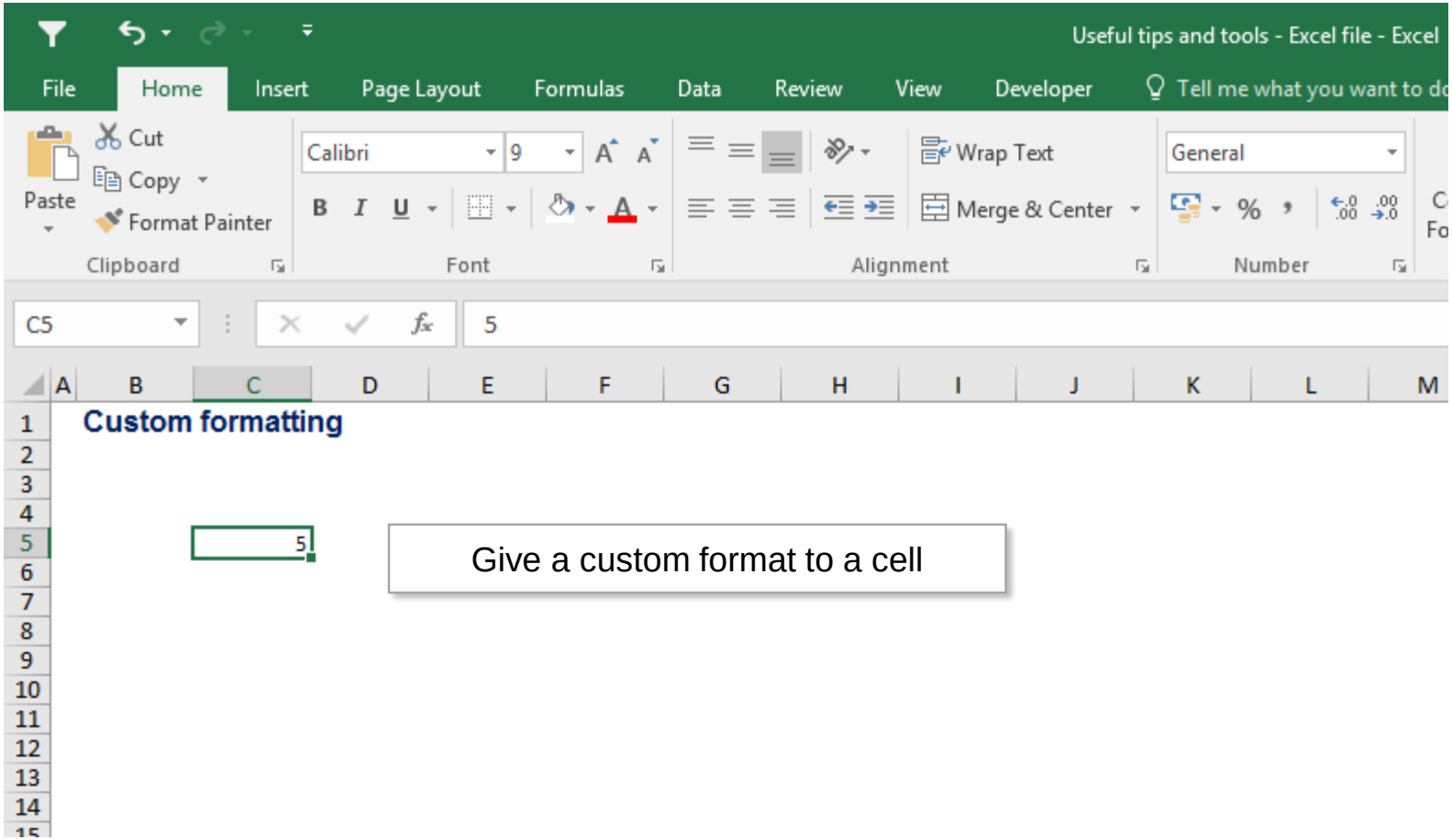
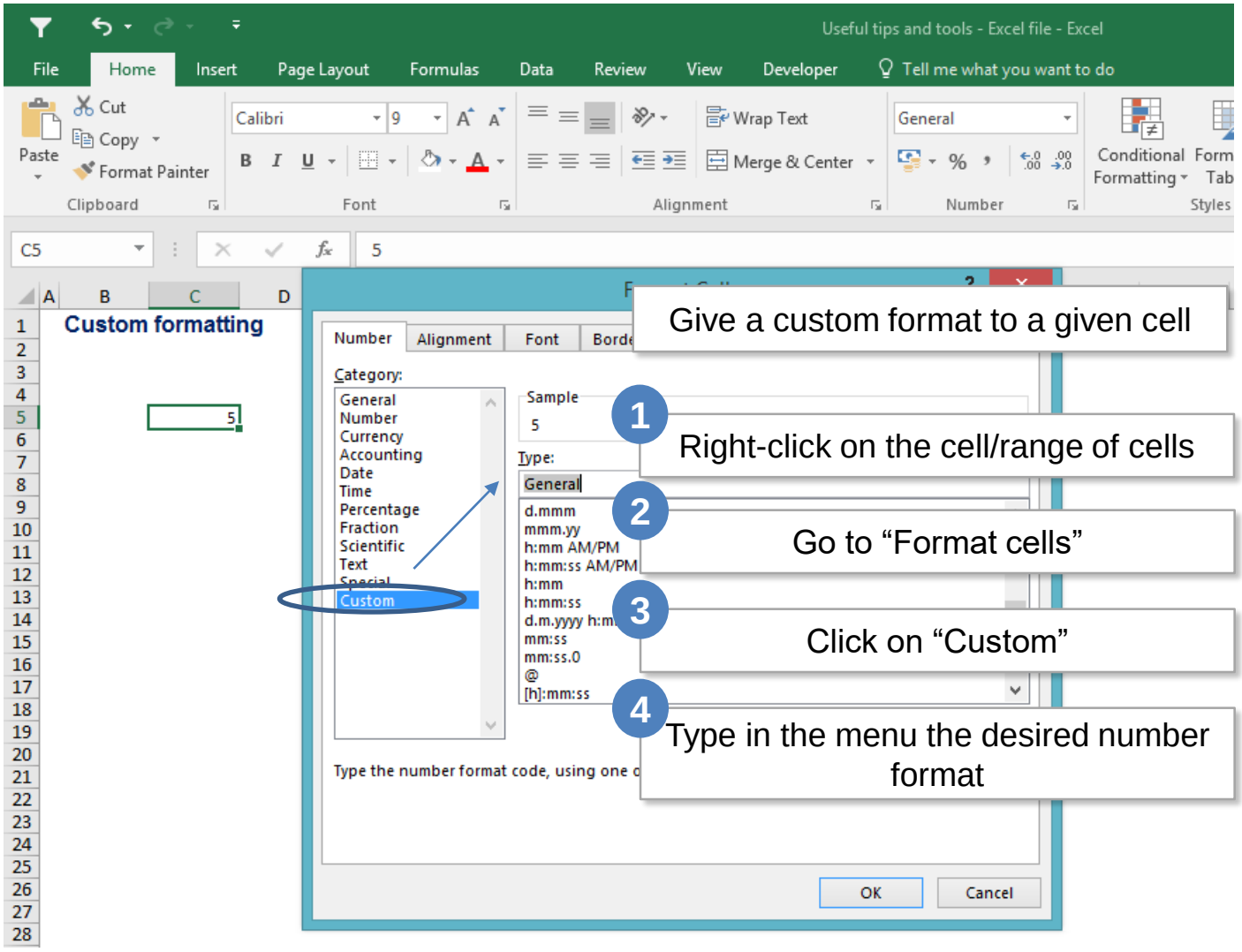
# Custom formatting of cells

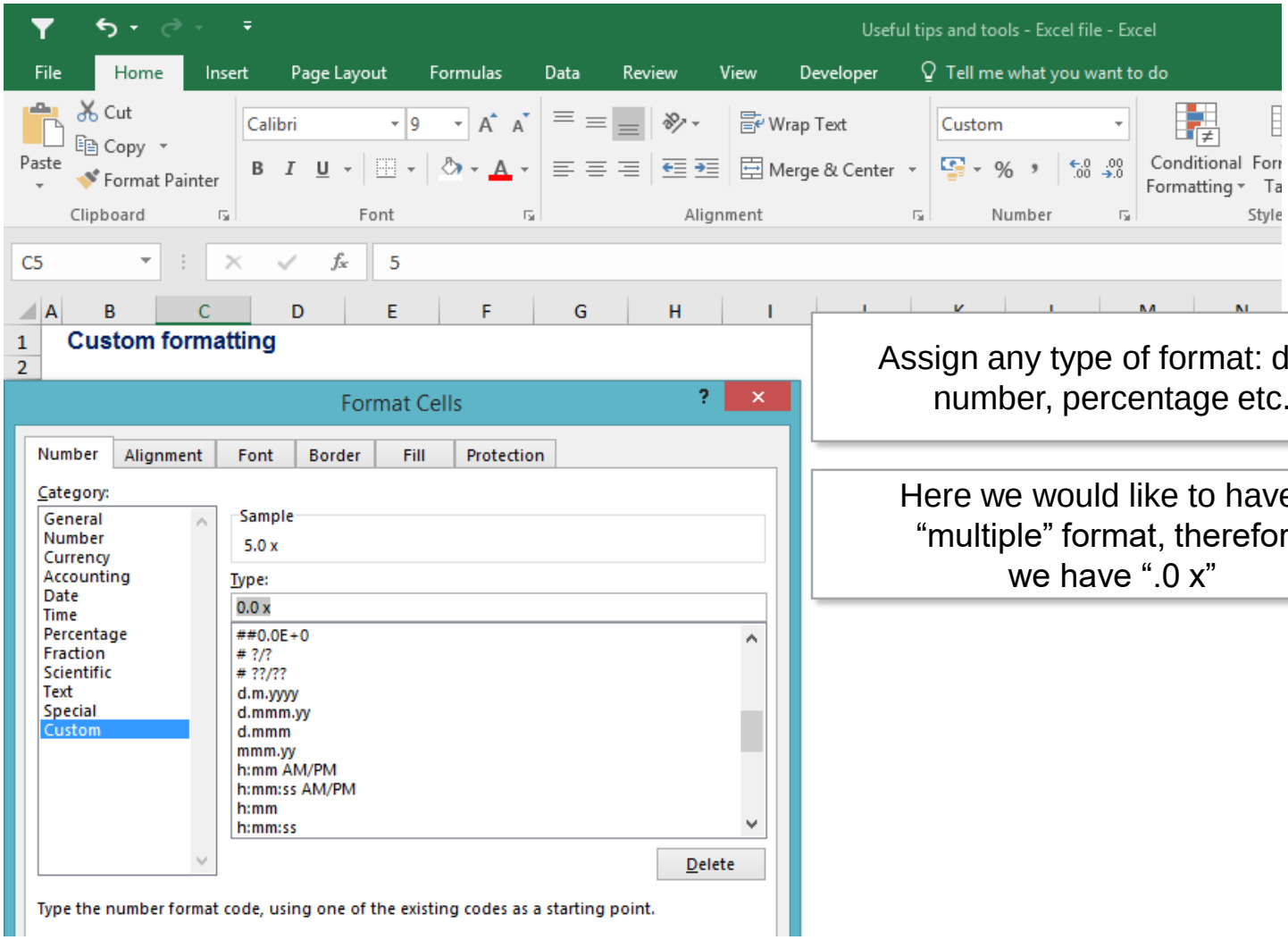
# Custom formatting of cells



# Custom formatting of cells



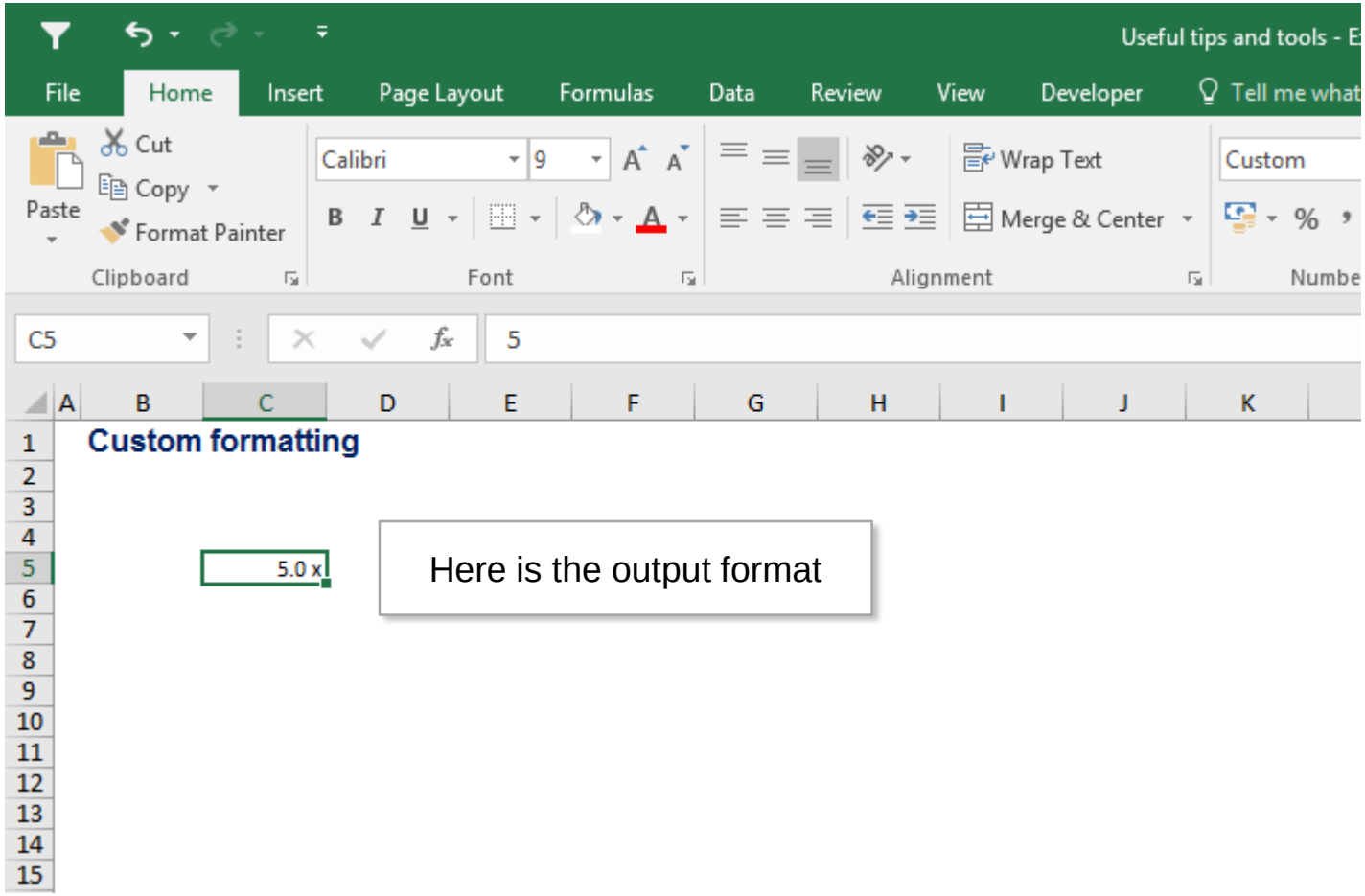
# Custom formatting of cells




Assign any type of format: date, number, percentage etc.

Here we would like to have a "multiple" format, therefore we have ".0 x"

# Custom formatting of cells



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# Recording Macros

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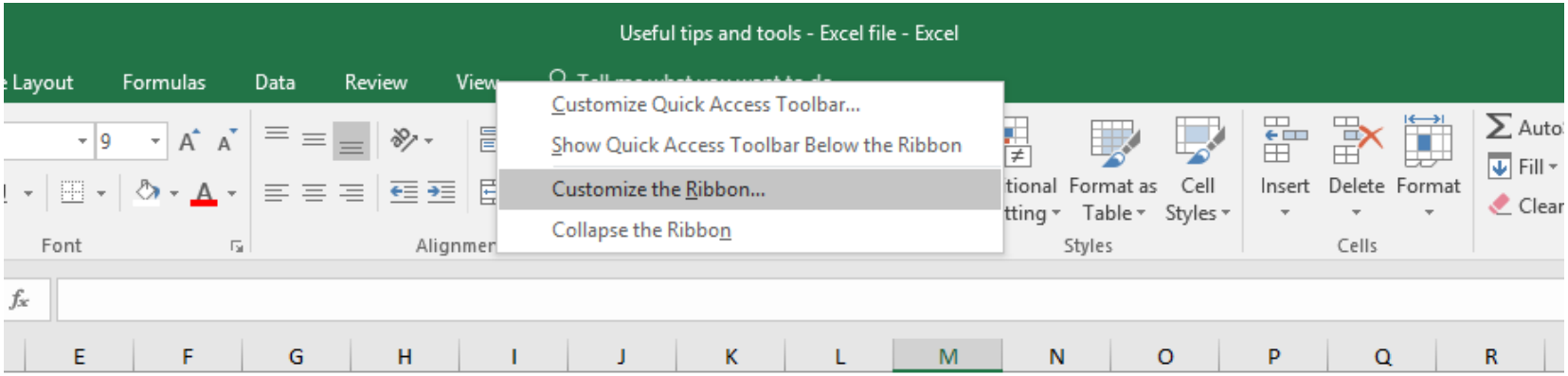
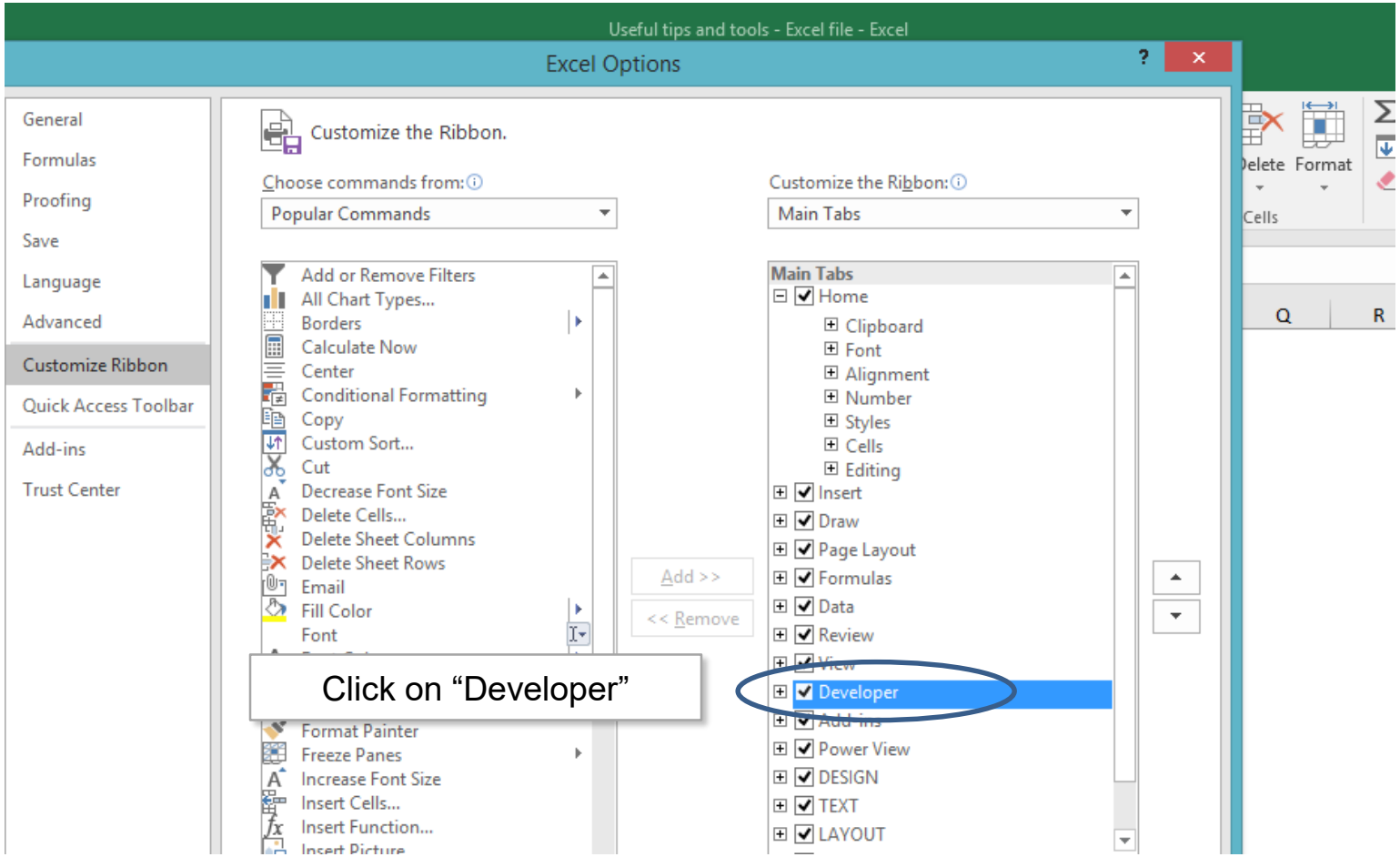
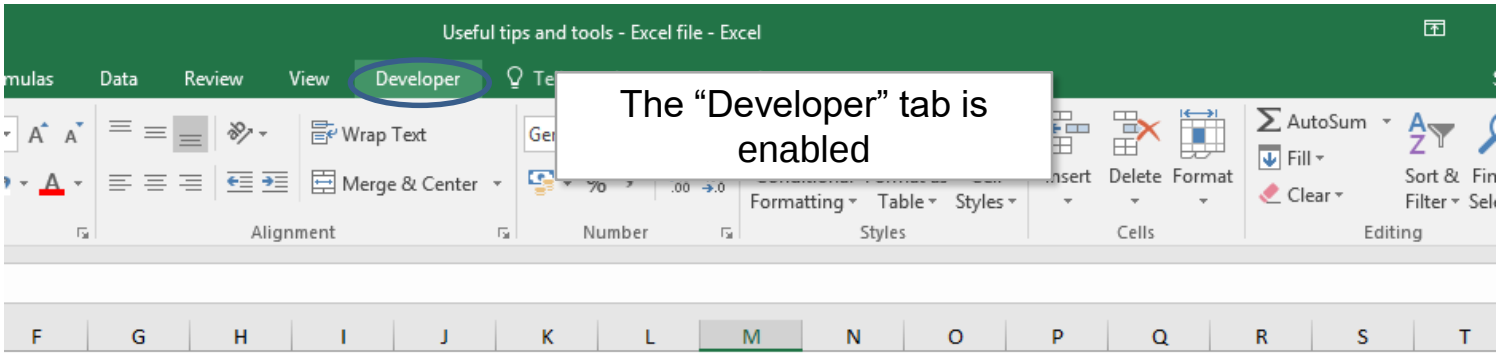


# Recording Macros

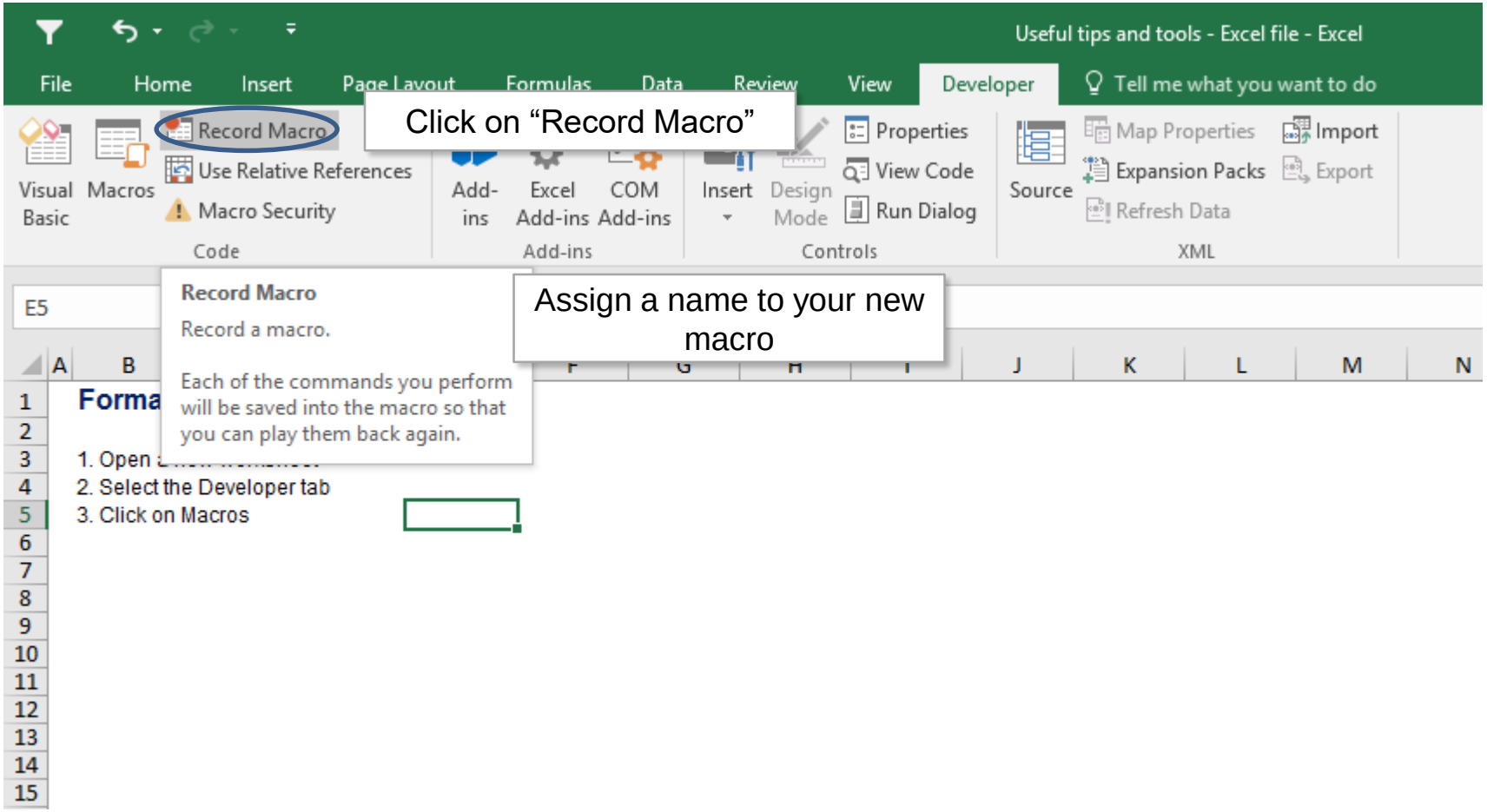


# Recording Macros

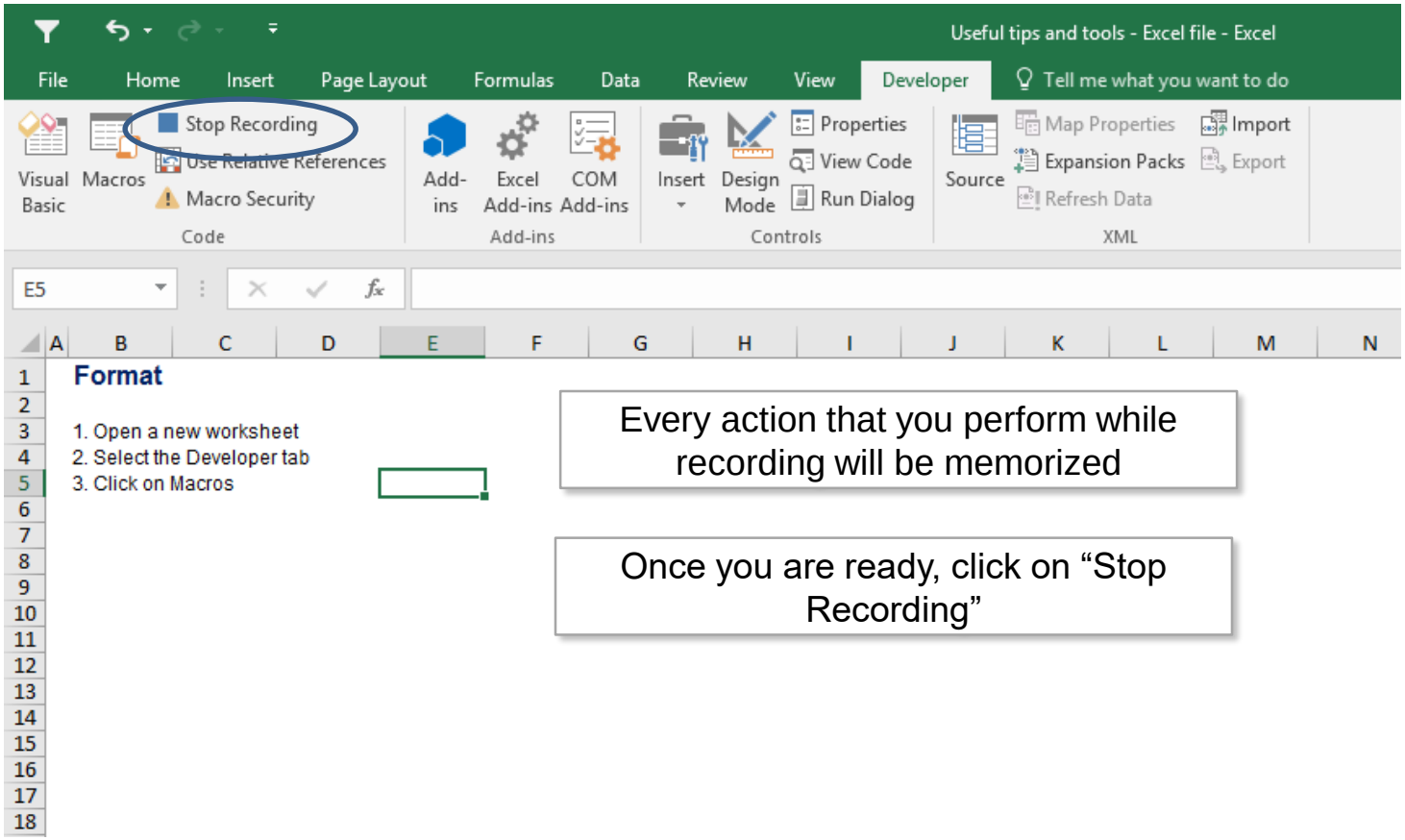



The “Developer” tab is enabled

# Recording Macros



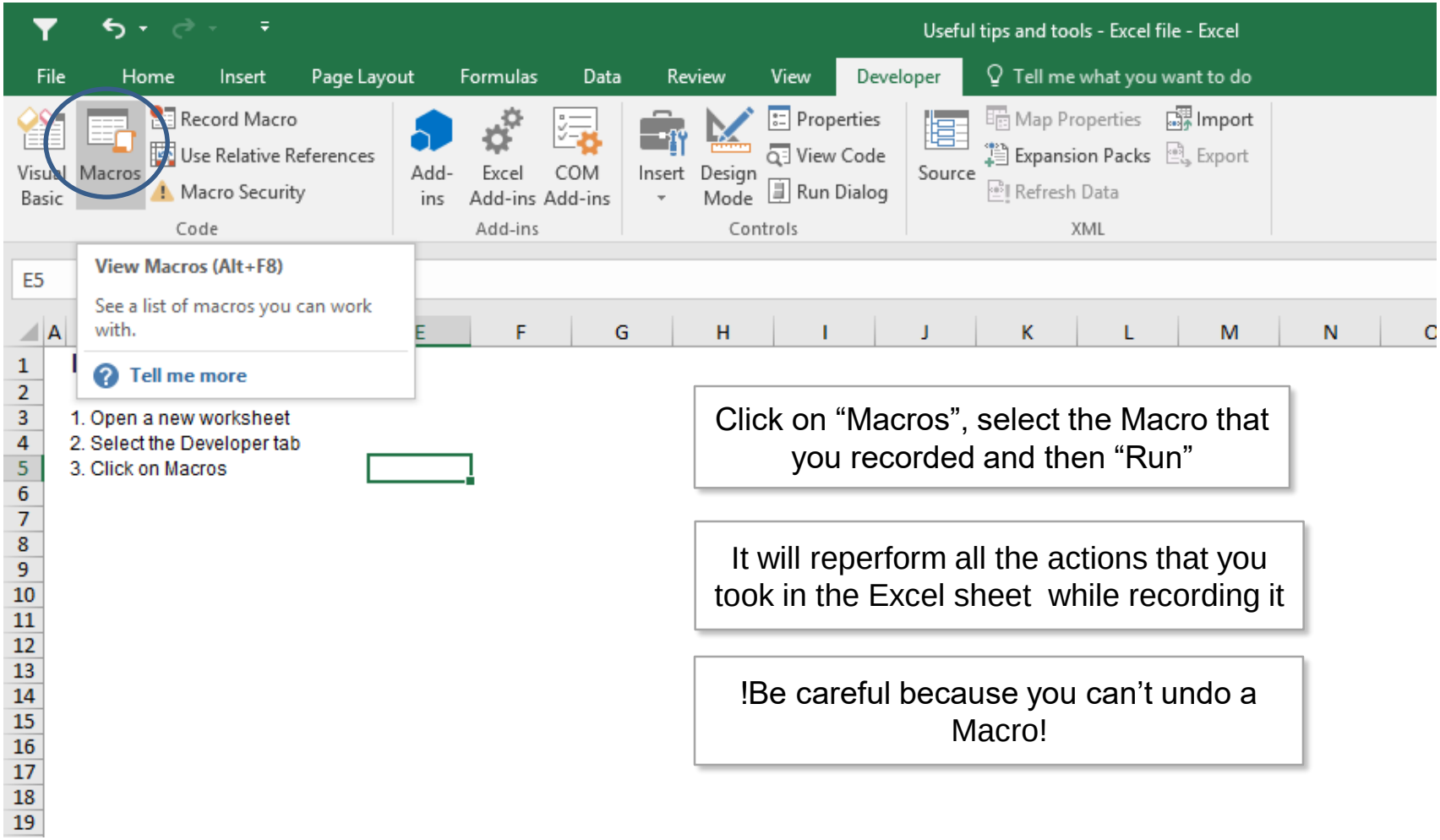
# Recording Macros




Every action that you perform while recording will be memorized

Once you are ready, click on “Stop Recording”

# Recording Macros




Click on “Macros”, select the Macro that you recorded and then “Run”

It will reperform all the actions that you took in the Excel sheet while recording it

!Be careful because you can’t undo a Macro!

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# Name cell ranges

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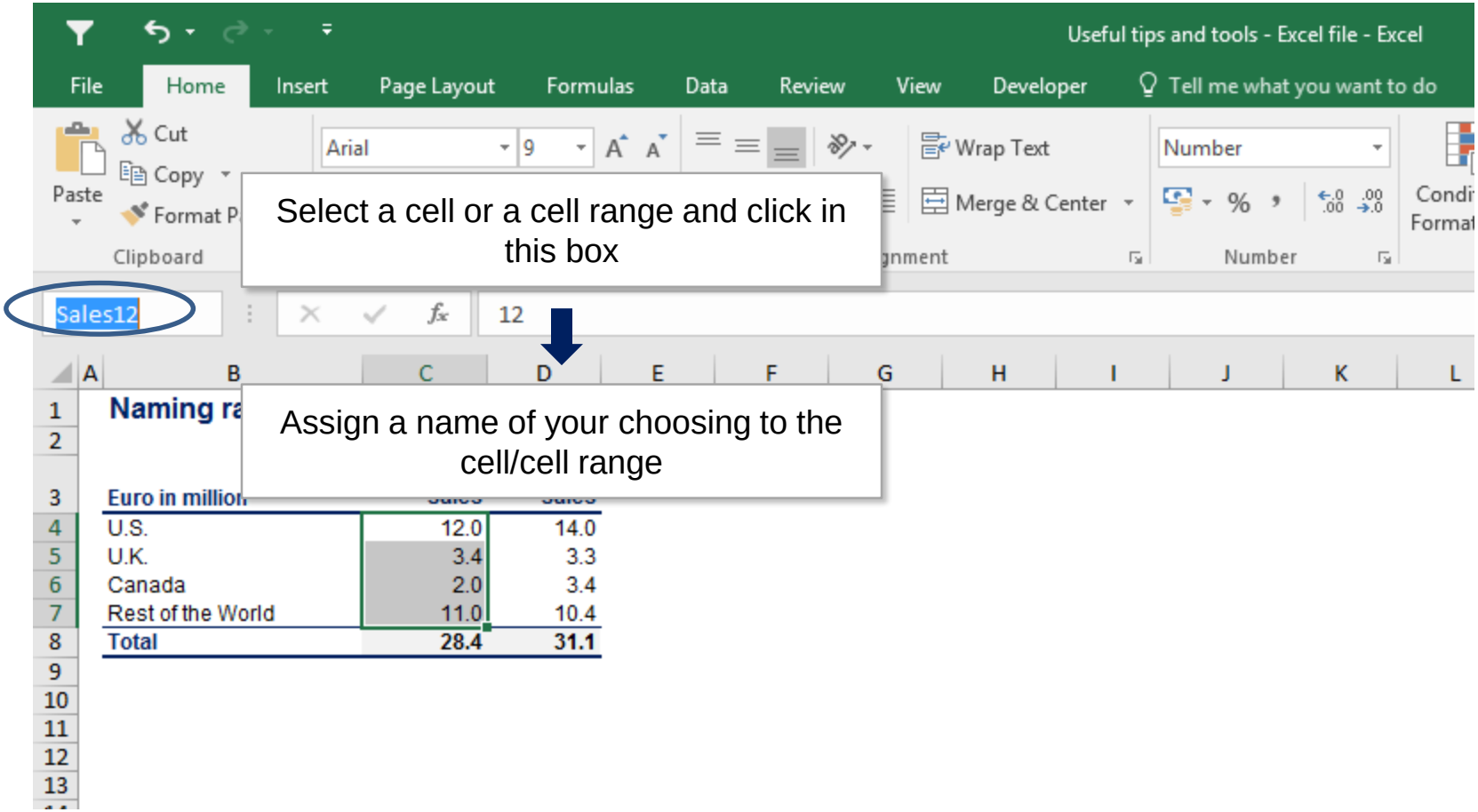

# Name cell ranges